

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Central Office Clerk

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To perform a variety of clerical activities for a program or department and responds to inquiries to provide timely and accurate distribution of information and/or materials.

**SUPERVISOR:** Certificated/Classified Supervisor

## **TYPICAL DUTIES:**

1. Answers telephones, takes messages, and/or refers callers to appropriate personnel.
2. Greets visitors, answers questions and provides information, and directs visitors to appropriate site and/or staff.
3. Distributes employment applications and general information concerning position vacancies.
4. Contacts persons by telephone or note regarding program procedures/operations and to obtaining needed information.
5. Types correspondence, documents, reports, agendas, forms, purchase orders, and other materials.
6. Processes forms, applications, documents, records, and/or other paperwork, checking for accuracy, completeness, and compliance with established standards.
7. Sorts, tabulates, and maintains data and correspondence files.
8. Processes outgoing and incoming mail.
9. Copies and collates newsletters, memos, bulk mailings, etc.
10. Maintains inventory of office supplies.
11. May attend various meetings as required.
12. Assists other office personnel to provide support and/or coordinate work activities.
13. Arranges appointments, schedules, and itinerary for assigned supervisor(s).
14. Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- District policies and procedures affecting assigned program;
- Modern office methods and procedures, and practices including proper telephone techniques;
- Recordkeeping systems and files;
- Proper English usage, grammar, punctuation, and spelling.

### **Ability to:**

- Learn the operations, procedures, policies, and requirements of assigned program;
- Operate standard office machines and equipment;
- Learn and use assigned computer software at a level of proficiency sufficient to successfully perform assigned duties;
- Understand and follow both oral and written instructions;
- Perform routine mathematical calculations;
- Establish and maintain routine records and complete routine reports;
- Communicate effectively and tactfully in both oral and written forms;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent.
- Prior job related experience.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

### **PHYSICAL CHARACTERISTICS:**

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in-person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to write, use telephone, office and media equipment;
- Ability to sit for extended periods of time;
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.