

PLUMAS LAKE SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Office Clerk
DEPARTMENT: Various
FLSA: Non-Exempt
REVISED:

REPORTS TO: Assigned Supervisor
CLASSIFICATION: Classified
SALARY GRADE: 07
BOARD APPROVED:

BASIC FUNCTION:

Perform general office-clerical duties in schools and central administrative offices.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Type forms, letters, bulletins, transcripts.

Maintain segments of operational records and assist with the preparation of reports.

Enroll and transfer pupils; maintain pupil, personnel, financial, and census records.

Provide illness and accident attention and first aid for pupils and perform clerical duties in the nurse's office.

Post receiving sheets, stock and equipment requisitions, tardy and absentee slips, and program changes.

Collect, sort, post, and price requisitions, sales orders, and billings.

Distribute incoming mail.

Operate standard office equipment; operate computers to enter data and extract a variety of reports and lists.

May explain rules, regulations, policies, and procedures.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school graduation.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

Office Clerk – continued page 2

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Reading and writing English communication skills.

ABILITY TO:

Read, write, speak, and understand the English language.

Perform general office-clerical duties.

Perform basic clerical computations.

Learn standard office organization, methods, procedures, and applicable rules of assigned school or department.

Learn the operation of standard office equipment, including computers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions in this job class are part-time. Part-time positions are subject to an increase or decrease in hours according to district needs.