

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: CLERK I

DEFINITION: Under the direction of the Superintendent or designee, performs duties associated with the Health Office, which are within the framework of school law, district policy, and medical ethics.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Maintain health file for each student in the district. (File includes immunization, vision, hearing and other health records.)
- Assist with vision and hearing appraisals.
- Prepare and type forms, schedules and correspondence.
- Order and maintain health supplies at each school.
- Compile statistics for annual state reports.
- Minor first aid as needed.
- Contact health agencies and service clubs when students are in need of financial assistance in fulfilling health needs.
- Arrange for outside agencies to perform vision and hearing tests as required by the State.
- Other duties as assigned.

REQUIREMENTS:

- Ability to use a computer and student database software.
- Type net 35 words per minute.

QUALIFICATIONS:

Knowledge of:

- First aid procedures.
- Infection control and blood borne pathogens.

Ability to:

- Learn health office rules, methods and policies.
- Develop and maintain cooperative working relations with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein.
- Completion of the twelfth grade.

POSITION TITLE; CLERK I, Continued

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license.
- Valid CPR/First Aid Certification desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.