

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: CLERK II

DEFINITION: Under the general supervision of the school Principal, Assistant Principal or Coordinator, performs clerical and data processing work as assigned.

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

- Perform clerical and data processing work as assigned.
- Assist in the development and maintenance of the records and schedules of the department or school as needed.
- Edits and interprets reports.
- Run class reports as needed.
- Assist registrar with attendance functions as needed.
- Assist with reception, telephone, and clerical duties as needed
- Provide primary first-aid care for ill or injured students as needed.
- Other duties as assigned.

ESSENTIAL FUNCTIONS: *unique but not limited to:*

Adult School:

- Make reservations for computer seminars.
- Maintain Computer Seminar program and files.
- Collects and maintains records of money received for registration.
- Organize and maintain data pertinent to the program.
- Maintain class schedule.

District Office:

- Assist with input of student assessment database.
- Prepare state mandated reports.
- Generate and distribute staff development materials.
- Track staff development attendance.
- Generate State and Federal reports.
- In-service school staff on student assessment database.
- Format, print and distribute district report cards.
- Responsible for requisition of district student assessment curriculum including textbooks.
- Process purchase orders and track budgets accordingly.
- Distribution of textbooks.
- Assist with updating district plans.

REQUIREMENTS:

- Ability to use computer and other modern office machines.
- Type net 40 words per minute.

QUALIFICATIONS:

Knowledge of:

- Computerized data base management concepts.
- Basic clerical functions and office procedures.
- Modern office methods, practices and procedures; receptionist and telephone techniques.
- Proper English usage, spelling, grammar and punctuation; techniques of letter and report writing.

Ability to:

- Work proficiently on computer programs.
- Maintain an effective relationship with staff, students and faculty.
- Work with minimum supervision; organize and prioritize work effectively.
- Type from oral direction, rough draft, copy or notes from a variety of routine and complex materials including correspondence, tests, reports, memoranda, lists and documents.
- Compose letters independently or from oral instruction.
- Make mathematical calculations quickly and accurately.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness.
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations.
- Work well independently and as part of a team.

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.

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.

POSITION TITLE: CLERK II, *Continued*

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 is 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.