

AMADOR COUNTY OFFICE OF EDUCATION

Office Clerk

DEFINITION

Under supervision, to perform routine, repetitive clerical work, some of which involves the use of a typewriter or other keyboard; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this entry-level clerical class perform the more routine, repetitive clerical work assigned. Work is performed according to established procedures. New assignments are given with detailed instructions and work is checked carefully until it can be determined that work meets the necessary standards. Positions in the class of Senior Office Clerk which become vacant may be temporarily filled for training purposes at this level. Positions within the class vary slightly, some emphasizing receptionist duties and others emphasizing clerical duties related to a particular office. No one position is expected to perform all of the duties described herein.

EXAMPLES OF DUTIES

- Performs routine clerical work, such as keyboarding letters, memos, instructional materials, purchase orders, cards, lists, forms, labels and envelopes, duplicating, collating and bind materials, folding materials, and stuffing envelopes, entering information into established subject, alphabetical and numerical files, inputting routine, repetitive data into a computer or word processing terminal, verifying the accuracy of data keyed into terminal;
- Maintains and posts to logs and lists;
- Receives, opens and distributes mail;
- Answers telephone, takes messages, transfers calls and gives routine information;
- Serves as a telephone/office receptionist;
- Trains students in telephone receptionist duties;
- Reads notes and calls parents to verify student absences;
- Re-admits students to school;
- Maintains secondary records of budgetary expenditures and account balances;
- Orders, receives, stores and distributes supplies and instructional materials;
- Stamps and issues textbooks;
- Orders films and videotapes for teachers;
- Prepares media catalogs;
- Operates media equipment;
- Replaces bulbs in equipment;
- Checks audiovisual materials in and out;
- Sets up, adjusts, operates and performs minor, non-technical servicing of standard audiovisual equipment; Calls substitute teachers;
- Operates a computer terminal;
- Operates a receptionist multiple station switchboard telephone;
- Laminates materials;
- Updates student cumulative files;
- Enrolls students;
- Advises students on school procedures;
- Controls the distribution and retrieval of standardized tests;
- Operates an arithmetic calculator;
- Operates a postage machine;

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- Makes deposits at a bank;
- Raises and lowers flags;
- Administers routine tests, reading instructions, monitoring students and providing for the security of materials;
- Scores tests using scoring key or scanning equipment;
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

Basic office methods and procedures, including alphabetical and numerical filing, routine business correspondence, spelling and basic telephone etiquette;
Knowledge of modern office equipment and procedures;
Computer terminal operating methods;
English usage, spelling, grammar and punctuation;
Common public relations courtesies, practices and techniques;
Simple record keeping.

Ability to:

Sort, classify and compare routine information;
File materials in alphabetical, numerical and subject order;
Speak tactfully and courteously with staff and public;
Retain and recall information and relay messages accurately;
Write legibly;
Learn computer terminal and/or word processing operations (may be required);
Learn pertinent procedures and functions quickly and apply them without immediate supervision;
Keyboard at a net corrected speed of 40 words per minute;
Maintain simple records;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing routine and repetitive clerical work involving keyboarding at a rate of 40 wpm or more.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Mobility of lower body is not required.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL

Range 24 of the ACOE Classified Salary Schedule.