

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
SENIOR OFFICE CLERK

DEFINITION

Under general supervision, to perform difficult and/or specialized clerical work in a school or administrative office; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform difficult, specialized clerical work, such as the maintenance of student records, the maintenance of attendance records or responsible and varied data entry and retrieval. The work at this level is usually varied in nature, requiring the incumbent to secure more information than is given with the assignment and involves varied applications of standards, technical or legal concepts and procedures for solutions to problems. Positions in this class have some independence in selecting work methods from a variety of standard methods or procedures. Instructions given by the supervisor generally do not provide all of the information needed to complete the assignment. Incumbents are expected to resolve most problems confronted through the application of established procedures and precedent, referring only those which involve the establishment of new procedures or which involve solutions which are inconsistent with District procedures and precedent to the supervisor. This class is distinguished from that of the next lower class of Office Clerk by the assignment of duties requiring, in addition to good clerical skill and ability, a greater working knowledge of the technical subject matter and specialized functions of the office to which assigned and greater initiative and independence of action. No one position is expected to perform all of the duties described herein.

EXAMPLES OF DUTIES

Performs routine clerical work; recommends office procedures and designs forms; completes detailed clerical processes in maintaining records; receives, screens, verifies, inspects, processes, formats and retrieves a wide range of varied data to a computer terminal for management information systems; operates a two-way radio; inventories District equipment; posts grades to a computer terminal; prints report cards; prints grade labels; prints transcripts; maintains current address lists; administers tests in basic skill competencies; posts student enrollment and attendance data to books, and compiles and calculates school ADA report for each attendance reporting period; registers students, requesting records from previous school; analyzes students records, prepares transcripts and other permanent student records; posts credits, grades and test scores to permanent records and forwards records to other schools upon appropriate request; assists students in selection of classes to meet graduation requirements; orients new students to school rules and sites; reviews student cumulative folders for completeness, accuracy and conformance with established standards, initiating and following up action to correct deficiencies in records; researches student records to compile lists, such as extra curricular eligibility, honor roll, psychological testing, and unsatisfactory progress; keyboards confidential psychological reports from machine dictation or rough draft, formatting and editing for clerical accuracy; processes and monitors educational referrals to ensure District compliance with legal requirements; transcribes a records of employee absences from tape recordings, telephone calls and written documents; using an approved list of daily substitute employees, places telephone calls and offers short-term substitute assignments; notifies schools of substitute assignments; compiles, updates and distributes substitute teacher lists to schools; performs the more

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responsible record keeping duties; performs student admittance processes, including telephone verification of absences and the issuance of admit slips and notices to parents and administration regarding student absences; keyboards letters, memoranda, reports, instructional materials, brochures, charts, graphs, policies, manuscripts, minutes, agendas and a variety of standard forms; duplicates, collates, binds and distributes materials; proofreads materials, correcting errors in spelling, grammar and punctuation; establishes and maintains filing systems; answers telephone, transfers calls, takes messages and provides a wide range of functions: independently composes a variety of correspondence related to the assigned work for supervisor's signature or over employee's signature; researches information, prepares summaries and prepares periodic and special reports; reconciles records to control totals, correcting errors and balancing; maintains records of expenditures from departmental accounts; schedules meetings and makes appointments; and performs related work as required.

QUALIFICATIONS

Knowledge of:

Advanced office procedures, including filing systems, record keeping systems, business correspondence and reporting formats and business telephone techniques;
Modern office equipment;
Basic math;
English usage, spelling, grammar and punctuation;
Advanced record keeping;
Standard word processing techniques and methods;
Operation of computer terminals and microcomputers for record keeping;
Principles of supervision and training;
Basic public relations techniques.

Ability to:

Communicate effectively, both orally and in writing, displaying tact, patience and judgment;
Proofread for and correct spelling, grammatical and punctuation errors;
Work under stress of deadlines;
Adjust to changes in workload, assignments, priorities and policies;
Read different styles of handwriting;
Retain and recall information;
Make mathematical calculations with speed and accuracy;
Collect, compile, classify, compare and analyze information from various sources;
Read, understand, interpret and apply policies, procedures, rules, regulations, and other documents encountered in the course of work;
Establish and maintain filing and record keeping systems;
Operate a word processor or typewriter at 50 wpm or more;
Operate a computer terminal;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with those contacted in the course of work.

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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 working-level experience performing advanced clerical duties involving the operation of a typewriter, word processor or computer at 50 wpm or more.

or

Experience at or equivalent to the level of Office Clerk in the Amador County Unified School District, from which the incumbent has acquired the knowledge and abilities listed above.

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.

Other Conditions:

Incumbents may be required to work at a video display terminal for prolonged periods.

SALARY LEVEL

Range 15 of the ACUSD Classified Salary Schedule.