

**Escondido Union High School District
Job Description**

Job Title: Clerk II
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 17
Approved By: Board of Education
Approved Date: 12/07/10

NATURE OF WORK

Perform a wide variety of routine clerical and typing work related to the specific assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Enter information into computer to prepare correspondence, attendance records, daily bulletins, immunization records or other documents.

Using Word Processing software, types letters, reports, records and other materials from rough draft or general instructions.

Type information onto forms such as supply requisitions, work orders, personnel requisitions, evaluation forms, etc.

Proofread records or forms.

Sort and file records.

Addresses envelopes or packages.

Stuff envelopes.

Answer telephone, convey messages, and run errands.

Sort and distribute mail.

Photocopy; collate.

May greet visitors, answer questions, provide information and assist students, parents or staff.

May maintain records in data base.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and one year of general clerical experience.

KNOWLEDGE OF:

Modern office methods, practices and procedures; standard office machines including computers; correct English usage, spelling, punctuation and grammar.

ABILITY TO:

Perform a wide variety of clerical work accurately and efficiently, with frequent interruptions; operate office equipment such as computer terminal, microcomputer, typewriter and photocopier; perform data entry with speed and accuracy; keyboard or type at a net corrected speed of 40 words per minute; maintain confidentiality; use good judgment regarding appropriate action to assist injured or sick students; demonstrate an understanding, patient, and receptive attitude toward children and youths; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; have an understanding and appreciation of human diversity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

As a representative of the Escondido Union High School District, the individual assigned to this position must present a professional appearance and service oriented behavior, treating students, parents and staff with courtesy, compassion and respect.