

## **Escondido Union High School District Job Description**

**Job Title:** Clerk III  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Administrative Support and Related Classes  
**FLSA Status:** Nonexempt  
**Salary Level:** 20  
**Approved By:** Governing Board  
**Approved Date:** 12/07/10

### **SUMMARY**

Performs a wide variety of responsible clerical work related to the specific assignment.

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

Searches records for clearly defined information; compiles data into readable format to provide information for administrator, classified manager or certificated staff such as counselors or teachers working in non-classroom assignment.

Prepares reports, initiates routine correspondence.

Responsible for the accurate maintenance of records and information using data base or other record keeping system.

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

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

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

Proofreads records or forms.

Sorts and files records.

Addresses envelopes or packages.

Stuffs envelopes.

Answers telephone, conveys messages, and runs errands.

Sorts and distributes mail.

Photocopies, collates and distributes materials.

May greet visitors, answer questions and provide information.

Provides assistance to students, staff and parents.

### **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 two years of general clerical experience, preferably in an educational setting.

### **LANGUAGE SKILLS**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences. Ability to fluently speak English/Spanish may be required in some assignments. Bilingual requirement will be compensated two ranges higher (22).

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Verification of minimum Keyboarding or typing skill level of 45 words per minute.

### **OTHER SKILLS AND ABILITIES**

Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise. Ability to work without direct supervision and accept responsibility. Ability to function well in varied assignments, adapt to new situations, work well with a variety of personalities, relate well to students, teachers, staff and public, and maintain cooperative relationships with those contacted in the course of work. Knowledge of modern office practices and appliances. Familiarity with Microsoft Windows software.

### **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.