



Teaching • Understanding • Serving • Developing

Date: July 18, 2013

Range: J

Classification: Classified

Job Description

Administrative Clerk

DEFINITION

Performs a variety of clerical duties, greets the public, directs incoming phone calls, process U.S. and intradistrict mail, and provides general support to the assigned work unit.

EXAMPLES OF DUTIES –*Not all inclusive*

- Operate a console telephone; receive incoming calls and extend calls to appropriate connection; take and transmit information and messages.
- Greet visitors; provide assistance and information to staff and public.
- Perform a variety of clerical work including posting and maintaining records, scanning and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail.
- Type and prepare correspondence.
- Assist in distributing forms and applications and verifying them for accuracy and completeness.
- Assists with scheduling and preparing for meetings, processing forms and correspondences, and setting appointments for the administrator.
- Provides office coverage in the absence of the department secretary.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Telephone etiquette and business procedures.
- Operation of telephone console
- Modern office practices and procedures.
- Modern office methods and equipment including computers and assigned software.

Ability to:

- Perform general clerical work.
- Deal with a large volume of people while performing several tasks simultaneously.
- Establish and maintain cooperative and effective working relationships.
- Prepare bulk mailings.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written direction.
- Interpret and apply policies and procedures.
- Type on a keyboard at the net corrected speed of 35 words per minute.

EXPERIENCE

One year of clerical experience is required. Experience within public or private school system is highly desirable.

EDUCATION

High school graduation or equivalent is required.

TESTING REQUIRED

Successful completion of the District's basic skills test. Evidence of the ability to type 35 net wpm.

WORKING CONDITIONSEnvironment:

- Professional educational environment.
- Business attire required.

Physical Abilities:

- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.
- Ability to stand at counter or work at a desk for extended periods of time.
- Climb a step stool or ladder and reach above shoulders