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# Job Description

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<b>POSITION TITLE:</b>	<b>Clerical Assistant</b>	<b>#2155</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule Range A</b>	

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Equivalent of the completion of the twelfth grade.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Basic computer skills with word-processing.

**MINIMUM EXPERIENCE:**

Six months of clerical experience or a combination of education and experience.

**DESIRABLE EXPERIENCE:**

Experience working in a school district, county office of education, or technology oriented organization.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Basic computer skills. Basic word processing skills. Ability to carry out oral and written directions; make routine decisions; communicate effectively; establish and maintain cooperative working relationships. Knowledge of standard English usage, spelling and grammar. Learn to operate various office appliances and equipment. Be flexible and receptive to change.

**SUMMARY OF POSITION:**

Under direction of management personnel, assists in the performance of a wide variety of general clerical duties; interacts with the public and school personnel; and does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to the following:

1. Performs clerical functions including data entry, filing, sorting, typing, checking and recording information.
2. Schedules appointments and assists in the preparation of materials and reports as needed.
3. Assists in the preparation of correspondence and distributes materials.
4. Does data entry for the maintenance of a variety of information databases, enters and retrieves information from computer files.
5. Assists in preparations for meetings.
6. Makes mathematical calculations with speed and accuracy.
7. May act as receptionist.
8. Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.

2. Enter data into a personal computer, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

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