

**KING CITY UNION SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**OFFICE CLERK**

**CLASSIFICATION:** Classified

**SALARY LEVEL:** See CSEA

Bargaining Unit Position Range List

**WORK YEAR:** 200 Days

**PRIMARY FUNCTION**

Under supervision, the office clerk performs a wide variety of clerical work and/or health services at a school site, a department or at the district office.

**ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES**

Assigned duties may include, but are not limited to the following:

❖ **Essential Duties Related to Office Duties**

- Act as a receptionist, answering the telephone or greeting visitors directing inquires to the appropriate person
- Receive and distribute the mail
- Maintain student cumulative records
- Operate a terminal, personal computer, or other data equipment in direct interaction with a computer
- Operate duplicating and other office equipment
- Prepare computerized reports for distribution
- Maintain accurate and orderly data for accurate and neat records and reports
- Attendance
  - Collect and maintain accurate attendance data on students
  - Prepare appropriate district and state attendance reports
  - Represent school at court proceedings for attendance
  - Monitor student attendance and complete truancy procedures as necessary

**B. Student Health Related Duties**

1. Provide first aid to students
2. Keep accurate and compliant health records
3. Monitor student health care needs
4. Coordinate and/or administer student health screenings
5. Coordinate and or present health issues workshops for staff and parents

**QUALIFICATIONS**

1. A high school diploma or GED equivalency sufficient to assure the ability to read and write in English and to perform mathematical calculations at a level for successful job performance
2. Knowledge of general office procedures including typing, filing, photocopying, use of calculator, office machines, methods and procedures.
3. Knowledge of the English language, vocabulary and correct grammatical usage
4. Computer skills and the ability to type at the rate of 30 words per minute
5. First Aid and CPR Certification
6. Passing score on district test(s) for the position

**DESIRABLE QUALIFICATIONS**

Bilingual preferred (English/Spanish)

### **PHYSICAL REQUIREMENTS**

1. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
2. Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
3. Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
4. Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
6. Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, stoop, and to reach overhead
7. Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
8. Physical mobility sufficient to move about the work environment (office, district, school, or between sites) for sustained periods of time on hard flooring, climbs slopes, stairs, ramps, and to respond to emergency situations
9. Physical strength sufficient to periodically lift and/or carry 25 pounds of materials of supplies; occasionally lift 40 or more pounds with assistance

### **WORKING CONDITIONS**

1. The office clerk works in an office environment subject to sitting at a desk or conference table for long periods of time, using computer and telephone for prolonged periods of time, and reaching in all directions.
2. The office clerk is expected to work independently, attend to assigned work, and efficiently and effectively complete assigned work in an environment subject to numerous distractions. The office clerk must be able to present a pleasant and positive attitude toward staff, students, parents, and members and the public.

### **EMPLOYMENT STANDARDS**

Possess and the physical condition and mental health necessary to maintain a rigorous work schedule. To perform this job successfully an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.