

Employee Signature \_\_\_\_\_

**DISTRICT OFFICE ADMINISTRATIVE CLERK**

**Salary Grade 12**

**DEFINITION**

Under direction of an Assistant Superintendent and/or Department Manager, performs a variety of specialized and complex clerical work; maintains specific records and files pertaining to specialized activities or programs; does related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the highest class of the general clerical classification. Positions in this class are distinguished by the assignment of duties requiring a degree of independent judgment and responsibility along with detailed working knowledge of the subject matter and functions of the office and the district. Incumbents are expected to apply a knowledge of applicable policies, rules and regulations in answering questions and independently completing a variety of difficult clerical tasks, and may be expected to act as back-up for the Department Secretary.

**EXAMPLES OF DUTIES**

- Performs a variety of difficult clerical work including answering phones, duplicating materials, typing, proofreading, filing, opening and routing mail, checking and recording of information, compiling information for and preparing reports and maintaining filing systems, management information systems & databases to ensure compliance
- Gives authoritative information on records maintained
- Assists in the maintaining of departmental budget
- Contacts other agencies, districts, schools and district employees to discuss departmental procedures and records maintained
- Composes either independently or from oral instructions, letters requesting or giving information, or letters dealing with various school district activities
- Schedules Live Scan fingerprint appointments
- Operates Live Scan fingerprint machine
- Performs related duties as assigned

## **QUALIFICATIONS GUIDE**

### **Knowledge of:**

- Correct English usage, spelling, grammar and punctuation
- Tactful and courteous telephone skills
- Standard office procedures
- Use, operation and care of standard office equipment
- Computer skills required

### **Ability to :**

- Perform a variety of difficult clerical work with accuracy and speed
- Operate computer and a variety of standard office machines and equipment
- Make accurate calculations with speed and efficiency
- Communicate clearly and concisely, both orally and in writing
- Maintain confidentiality
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Work efficiently under pressure with interruptions
- Type proficiently at a speed sufficient for successful performance

### **Training and Experience:**

Education equivalent to the completion of the twelfth grade. One year of increasingly responsible office assistance work experience.

## **ESSENTIAL JOB FUNCTIONS :**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds

- Able to exhibit full range of motion for:
  - shoulder external rotation and internal rotation
  - shoulder abduction and adduction
  - elbow flexion and extension
  - shoulder extension and flexion
  - back lateral flexion
  - hip flexion and extension
  - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*