

MARIN COUNTY OFFICE OF EDUCATION

CLASSIFIED POSITION DESCRIPTION

CLERK

DEFINITION:

Works under general supervision to perform a wide variety of clerical duties in support of the assigned program or department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include:

Meetings and Conferences:

- Prepares and distributes meeting notices;
- Schedules meeting and facilities arrangements including equipment needs and refreshments;
- Performs workshop set-up and break-down;
- Prepares, delivers, and sets up supplemental materials;
- Monitors participant attendance.

Communications and Interpersonal Relations:

- Receives visitors, distributes and processes enrollment applications, answering general questions about the program and directing visitors;
- Answers phone, recording and delivering messages;
- Explains rules, regulations, and procedures.

Recordkeeping/Filing:

- Sets up and maintains files, maintains emergency cards, income verification, doctor's physical, social services verification and training verification;
- Maintains program records;
- Maintains waiting lists and enrolls eligible applicants as vacancies occur;
- Copies and distributes documents following meetings.

Word Processing/Keyboarding:

- Types letters, reports, class lists, agendas, and minutes of staff and parent meetings;
- Prepares monthly calendar of activities;
- Assembles, compiles, prepares, and types reports required by the program.

Scheduling and Coordinating:

- Arranges for teacher/parent or other meetings.

Budget Preparation and Maintenance:

- Establishes fee eligibility, explaining charges and payment plan;
- Collects and maintains fee records, explains rules, regulations, and procedures.

021015—Labor Grade 4, Salary Range 30 - CLERK

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Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM 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.

TRAINING, EDUCATION, AND EXPERIENCE

Requires High School education or recognized equivalent plus the mental alertness and adaptability needed to perform the varied routines required by the program position. Requires experience gained through job training or on work related to job training up to and including three months.

KNOWLEDGE OF:

- Modern office practices and procedures;
- Public contact techniques;
- Accepted business English usage;
- Telephone etiquette;
- Safe work practices.

ABILITY TO:

- Operate a computer and software;
- Prepare and maintain accurate records and files;
- Keyboard at a speed necessary for successful job performance;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Plan, organize, and prioritize own work to meet deadlines and accomplish tasks within established timelines;
- Maintain orderly work environment and perform tasks in a prescribed and safe manner;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change.

SKILLS IN:

Language Skills:

- Reading and comprehension of simple instructions, short correspondence, and memos;
- Writing simple correspondence.

Mathematical Skills:

- Computational skills involving addition, subtraction, multiplication, and division using whole numbers.

Reasoning ability:

- Ability to apply common sense understanding to carry out simple instructions;
- Ability to deal with standardized situations with only occasional variables.

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:

- Regularly required to talk or hear;
- Uses hands to finger, handle, or feel;
- Reaches with hands and arms;
- Occasionally required to stand and walk;
- Occasionally lifts and/or moves up to 25 pounds;
- Vision abilities required include close vision, color vision, and 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. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions;
- Frequently works with a video display terminal for prolonged periods;
- The noise level is typical of an open office work environment with background noise of telephones and conversations.