

CLERK II

DEFINITION

Performs a variety of general office and clerical work requiring the ability to interpret and apply procedures and policies to assigned routines.

DISTINGUISHING CHARACTERISTICS

A Clerk II performs a wide variety of journey-level general clerical duties within a framework of established procedures. The work of this class requires a knowledge of clerical systems and procedures, and the ability to choose among a limited number of alternatives in solving routine problems.

A Clerk III assumes functional responsibility for a general administrative and clerical activity. The work of this class requires the exercise of independent judgment in the interpretation and application of rules, procedures, policies, and precedents and may involve the indirect supervision of lower-level clerical staff.

A Clerk I performs entry-level repetitive general clerical work within established procedures and under immediate supervision. While a variety of tasks may be assigned, each step usually fits a pattern and changes in procedures or exceptions are explained in detail as they arise.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher-level clerical or administrative positions.

No supervision is exercised over District personnel.

EXAMPLES OF DUTIES

Performs a wide variety of clerical work including proofreading, light typing, filing, checking and recording information on records; sorts, codes, and files correspondence, vouchers, forms, documents, and other materials numerically, alphabetically or by other predetermined classification.

Checks records and papers for clerical and arithmetic accuracy, completeness, and compliance with established standards and procedures.

Acts as a desk clerk or receptionist, accepts applications for a variety of school services; answers the telephone and waits on the general public, giving information as required.

EXAMPLES OF DUTIES (continued)

Maintains sections of a central records system; enters or extracts information on or from records.

Types a various data on vouchers, cards, and other forms; addresses envelopes, operates a duplicating or photocopying machine.

Maintains simple statistical records.

Orders, receives, stores, issues and delivers supplies, books, materials, and equipment.

Operates computer data entry equipment, typewriter, and other office equipment.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods and equipment.

Ability to:

Perform varied clerical work involving independent judgment and accuracy.

Spell correctly, use appropriate English and make arithmetical computations.

Learn to operate specialized office appliances such as computer data entry equipment.

Learn to interpret rules, regulations, laws, and procedures.

Understand and carry out oral and written directions.

Make incidental but accurate use of the typewriter.

EMPLOYMENT STANDARDS

Minimum Requirements:

One year of experience in clerical work.

LICENSE OR CERTIFICATE

Depending upon assignment, possession of a valid California Class 3 driver's license upon appointment and possession of a standard Red Cross First Aid Certificate within three months of appointment may be required.