

Farmersville Unified School District

JOB TITLE: OFFICE CLERK

JOB DESCRIPTION

Definition:

Under the general supervision of the Administrator, the clerk will perform a wide variety of clerical duties.

Examples of Essential Functions:

- ▶ Perform a wide variety of clerical work including filing, checking, typing, record keeping, reports, etc.
- ▶ Answer the telephone and assists general public and adult students, giving information as required,
- ▶ Duplicates and distributes communications
- ▶ Performing arithmetical calculations
- ▶ Maintains attendance records
- ▶ Registers students
- ▶ Acts as translator for staff (English/Spanish)
- ▶ Acts as office receptionist
- ▶ Assists in mandated testing of adult students
- ▶ Initiates and replies to oral and written requests for information
- ▶ Operates office equipment
- ▶ Orders supplies, materials for program
- ▶ Performs other duties as assigned.

Qualifications:

- ▶ Firm knowledge of office methods, practices, and procedures
- ▶ Ability to communicate in oral and written English & Spanish
- ▶ Knowledge of WordPerfect computer program
- ▶ Ability to type 35-45 words per minute
- ▶ Ability to communicate and work cooperatively with staff and adult learners
- ▶ Ability to understand and carry out oral and written directions
- ▶ High school diploma supplemented by business or secretarial course work.

Physical:

Ability to stand and walk for long periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift and carry 40 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; have dexterity of the hands and fingers to operate office equipment; ability to work in rush conditions.

Other Requirements:

Applicants selected for employment will be required to pass a district proficiency test, submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License (use of private vehicle may be required).

Approved by Board: December 14, 1993

Revised: February 22, 2006
CSEA Approved: February 22, 2006 By Y. Castro
Board Approved: March 28, 2006