

## MENDOTA UNIFIED SCHOOL DISTRICT

**Position:** Clerk  
**Department:** School Site  
**Reports To:** Site Principal

**FLSA:** Non-Exempt  
Classified

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*This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.*

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### GENERAL DESCRIPTION

Under the direction of the site principal, perform a variety of duties related to the entry and retrieval of student records, attendance and data at an assigned school site, including the verification of student absences using a computer and assigned software to enter and update data.

### ESSENTIAL DUTIES

- Operate a variety of office equipment including a, copier computer and assigned software.
- Perform a variety of clerical support duties including typing, filing, scheduling appointments, duplicating and maintaining school records.
- Operate a computer to enter and retrieve data; receive, check, review and verify entered data against a variety of documents.
- Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site; provide for accurate reporting for daily attendance of students; distribute and collect daily attendance sheets; process and verify student absence information from parents, teachers and others.
- Utilize a computer and assigned student information system to scan or input attendance documents and related data; generate periodic attendance accounting reports including Average Daily Attendance (ADA) reports.
- Verify excused and unexcused absences; process and verify student absence information from parents and teachers, provide admittance forms to students who are late or are returning after an absence; input reason for absence or late arrival into computerized system.
- Answer telephones and greet visitors; provide student attendance information to staff and parents; respond to deliver messages from parents to students as necessary.
- Assure that absent students deliver excuse notes to appropriate staff; contact parents and guardians if excuse notes are not received.
- Issue and receive necessary student forms; verify returned forms for accuracy and completeness; update student emergency cards.
- Maintain confidentiality of sensitive and privileged information.
- Verify accuracy, validity and completion of data entered by computer verification, proofreading computer displays or printouts, or other applicable methods; make corrections as necessary.
- Operate other office machines such as scanner, printer, typewriter, adding/calculator or copy machine.
- Open and sort US mail and interoffice mail.

### OTHER DUTIES

- Perform other duties, related to the job, as assigned.

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Record-keeping and filing techniques.

- Operate a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Basic math.

**ABILITY TO:**

- Learn methods, procedures, policies and terminology used in accounting for student attendance, data and record keeping.
- Learn District organization, operations, policies and objectives.
- Learn applicable laws, codes, rules and regulations related to assigned activities.
- Answer telephones and greet visitors.
- Meet schedules and time lines.
- Maintain a variety of records and files.
- Perform clerical duties such as typing, filing and duplicating materials.
- Complete work with many interruptions.
- Perform basic mathematical calculations. .
- Understand and follow oral and written instructions.
- Verify accuracy and completeness of documents and process data.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- Preferred general clerical experience involving public contact.
- Bi-lingual preferred

**WORKING CONDITIONS**

**ENVIRONMENT:**

- Office environment.
- Frequent interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.