

JOB TITLE: CLERICAL ASSISTANT I (BU)

BASIC FUNCTION

Under general supervision in a district, department or division, to perform a variety of clerical and/or record keeping functions; to assist in the maintenance of records and files; provide information to employees within the District; document information and ensure processing of County/State/Federal required reports; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Assist District employees, applicants and general public; refer them to appropriate offices.
- Performs a variety of general clerical functions, keyboarding, filing, duplicating materials, record management and other related tasks.
- Inputs data into a data processing information management, storage, and retrieval system, and extracts output reports using appropriate software.
- May prepare and distributes position vacancies and promotional opportunities.
- May assist in the establishment and maintenance of personnel records and files.
- May receive, records and files personnel documentation related to the employment process, performance appraisal and changes in employee status and background information.
- May verify employment and compensation level according to procedure.
- May assist in the recruitment and selection process by proctoring examinations, scoring and recording results.
- May obtain prices and quotes from catalogs, telephone and personal contacts with vendors.
- May secure price quotations for purchases of non-contract and/or non-bid items.
- May keyboard purchase orders and correspondence related to purchasing activities.

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate standard office equipment including use of computer applications.
- Keyboard at a speed of 45 words per minute.
- Maintain a data management, storage, and retrieval system.

Knowledge of:

- Modern office practices, methods, and procedures.
- Correct English usage in both written and verbal form, spelling grammar and punctuation.

Ability to:

- Work courteously and tactfully with co-workers, public, pupils and parents.
- Promote team building and a positive work environment.
- Adapt correspondence in response to routine informational inquiries.
- Communicate effectively with employees and the public.
- Adapt easily to work assignments, additional priorities, and new procedures.
- Receive constructive criticism and modify work appropriately.
- Work without close monitoring and meet deadlines.
- Prioritize and identify needs and solve problems independently as appropriate.
- Suggest procedural improvements to supervisor as appropriate.
- Skillfully handle difficult situations using good judgment.
- Maintain high level of professionalism in keeping the needs of customers a top priority.

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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods.

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

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year general clerical.

Education:

High School Diploma or equivalent including coursework or training in computer applications, accounting and record management.