

## MENDOTA UNIFIED SCHOOL DISTRICT

**Position:** Migrant Clerk  
**Department:** State and Federal Projects  
**Reports To:** Director of State and Federal Projects

**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 supervision of the Director of State and Federal Projects to perform a variety of general clerical work functions as directed, including the registration and withdrawal services to migrant students, Maintaining files, records, and state-mandated reports related to migrant students.

### ESSENTIAL DUTIES

- Type or word process a variety of materials and maintains migrant school records.
- Maintain physical and computerized files and databases, including federal database of migrant students and other student records.
- Assists in maintaining records, monies, and federal and state reports in accordance with state and federal guidelines.
- Compile pertinent data to prepare required federal, state, and local reports.
- Answer telephones and sorts and distributes mail
- Maintains registration, attendance, and other data
- Retrieves information, prints reports, checks for accuracy, and distributes copies to appropriate office/staff.
- Assists in processing forms, applications, documents, records and other paperwork.
- Orders, stores, inventories and issues supplies
- Performs other related duties as assigned.

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Modern office practices, procedures, and techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Standard office machines and equipment, including all copy machines, printers and computer terminals.
- Basic arithmetic including addition, subtraction, multiplication, and division.
- Knowledge of various local social service agencies.

#### ABILITY TO:

- Learn and apply policies, regulations, and operational procedures
- Perform clerical functions of average to above average difficulty with speed and accuracy.
- Make arithmetical calculations with speed and accuracy.
- Type or keyboard at a net corrected speed of 45 words per minute.
- Take summary notes and transcribe dictation accurately.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Work with diverse community populations.
- Communicate effectively with students, staff, parents and public.

**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.