

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

CLERICAL ASSISTANT

DEFINITION

Under supervision, to perform a variety of clerical work of moderate difficulty; to operate a typewriter and/or computer at a skilled level; to have a high level of public contact when assigned to a school office; and to perform related work as required.

EXAMPLE OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Answer telephones, take messages, and transfer calls; answer a variety of routine questions; and greet and direct public and students; take messages for staff and students. E
- Keyboard, edit and organize reports, forms, bulletins, tests, instructional materials, lists, labels, handbooks and similar documents. E
- Enter data into computer terminal/microcomputer, including entering enrollment and attendance data to SASI system; create spreadsheets, textbook ordering and receipt data to system (some positions), compile data and prepare simple reports (some positions). E
- Create and maintain files. E
- Operate office equipment such as photocopier, calculator, computer terminal/microcomputer and keyboard, typewriter, and related equipment. E
- Maintain attendance records; verify absences. (some positions) E
- Maintain cumulative files and health files. (some positions) E
- Maintain routine budgetary records.
- Receive, process and distribute books to schools. (some positions) E
- Inventory, order, and receive supplies. Check out, inventory and store Media Center materials and equipment and maintain records of same. (some positions) E
- Duplicate written and drawn material of various sizes on photocopy equipment; staple, collate, or process as needed; schedule copy requests; process orders, label and place in designated area for pick-up; perform minor key operator maintenance and service to machines such as adding toner, oiling machines, and removing jams. (some positions) E
- Attend to ill and injured students; administer medication in accordance with district policy and procedure; contact parents to report illness and injury; administer basic first aid; call paramedics and nurse in emergencies. (some positions) E
- Receive and process applications for free/reduced meals; send notification letters; issue lunch tickets; receive lunch count and send to cafeteria. (some positions) E
- Perform related duties as assigned.

* **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED

Possession of a valid First Aid and CPR Certificate (some positions); valid Injection Certificate may be required of some positions.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above and the ability to perform the duties of the position.

QUALIFICATIONS

Knowledge of:	Ability to:
<ul style="list-style-type: none">• Standard office methods and procedures;• Telephone and public relations techniques;• Modern office machine operation;• Basic mathematics;• Record keeping;• Basic computer terminal/microcomputer operation, word processing and record processing;• English usage, grammar, punctuation and spelling.	<ul style="list-style-type: none">• Sort, classify and compare information;• File materials in alphabetical, numerical and subject order;• Speak tactfully and courteously with staff and public;• Retain and recall information and relay messages accurately;• Maintain simple records;• Operate a computer terminal to perform standard record processing and to enter data;• Operate a typewriter style keyboard accurately and efficiently at a level required for job success (approximately 45 words per minute)• Operate modern office equipment;• Learn pertinent procedures and functions quickly and apply them without immediate supervision;• Write legibly;• Understand and carry out oral and written instructions;• Establish and maintain effective relationships with those contacted in the course of work

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 2 feet</p>	<p>To perform tasks such as to:</p> <p>Create and maintain files</p> <p>Read computer screen</p>
<p>Hearing: (which may be corrected)</p> <p>Understand speech over a telephone</p> <p>Have tolerance to be exposed to noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Answer phones</p> <p>Work in a school office</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood over a telephone and in face-to-face public contacts</p>	<p>To perform tasks such as to:</p> <p>Answer questions and transmit information to students, staff, parents and others</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Turn, raise, and lower head</p> <p>Twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Use a microcomputer and/or typewriter to word process and enter data; to hand out and receive forms</p> <p>Look at work on desktop and computer</p> <p>Service public at counter; place paper in copy machine</p>
<p>Lower Body Mobility:</p> <p>Walk on even surfaces</p> <p>Stand for prolonged periods of 2 hours</p>	<p>To perform tasks such as to:</p> <p>Retrieve paper and supplies</p> <p>Operate copy machine, bind and staple documents (some positions)</p>
<p>Strength:</p> <p>Lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>File and retrieve student records</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Answer telephone, serve students, staff and public; perform scheduled work</p> <p>Direct students; gain cooperation of staff</p> <p>Perform clerical support in an office setting</p>

Mental Requirements:	To perform tasks such as to:
Read, write, understand and apply routine information	Read reference materials and instructions, compose simple bulletins and reports and maintain records
Math skills at a basic level	Balance daily lunch money
Copying	Transfer information to forms
Process information quickly and make quick decisions	Handle student/staff emergencies properly
Decision-making	Apply school policy and precedent appropriately
Listen	Hear and be receptive to parent, staff and students problems and complaints
Write/compose	Informational bulletins and routine correspondence using good grammar and proper spelling and punctuation

Other Conditions of Continued Employment:

- Demonstrate fluency and literacy in English
- Participate in employer mandated training and retraining programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Revised: 4/20/98

Personnel Commission approved: 4/27/98

Board adopted: 5/13/98