I. Position Title

Demographics Clerk

II. Position Description

Under general supervision, to perform varied and specialized statistical records work; compiles and checks statistical and accounting reports; types and operates adding machines and calculators; and do related work as may be required.

Positions in this class are located in the District Business Services Division, reporting to the Assistant Superintendent, Superintendent or designee. These positions are responsible for gathering and recording a variety of demographical information and the utilization of such information. Positions may support other desks to do related work as may be required.

III. Example of Duties/Responsibilities

A. Determines payment and receipts money received for Capital Facilities Fund (developer's fees)-E
B. Gathers and records a variety of demographical information-E
C. Utilizes demographical information to prepare a variety of reports for projections related to schools, students, staffing and housing-E
D. Receives, analyzes, and prepares responses to the city and county agencies on commercial, industrial, residential projects, along with environmental impact reports and specific plans-E
E. Ability to communicate District policies, procedures, and general information to the public by telephone and in person on information related to this position
F. Inputs all data on computer terminal using programs and word processing capabilities-E
G. Attends meetings based on demographical or other related data
H. Contacts and works with public to gather demographical data on reports-E
I. Facilitates the “use of school facilities” between public and school administration based on procedures and guidelines

(E) Essential

IV. Minimum Qualifications

Knowledge of:
- Basic mathematical, ledger, statistical and record keeping procedures
- Modern office practices and methods, procedures and equipment including the preparation of business correspondence and reports and filing
- Correct English usage, spelling, grammar and arithmetic
- Necessary state laws
- District policies, procedures and other regulations governing area of assigned responsibility
- Operation of calculators, adding machines, computer and modern office appliances
Ability to:
• Type at a rate of 40 net words per minute from clear copy
• Operate calculators, computers and adding machines
• Make arithmetic calculations, do filing, posting, and checking of statistical records rapidly and accurately
• Perform difficult and complex clerical work involving independent judgment
• Independently make clear and comprehensive reports and keep difficult records
• Follow general and written and oral instructions
• Work cooperatively with those contacted in the course of work

Education and Experience
• Education: Equivalent to completion of the twelfth grade, including or supplemented by courses in typing, bookkeeping, and general office procedures
• Experience: Two (2) years increasingly responsible experience in office clerical work involving financial or statistical records maintenance.

Working Conditions
Environment
• Office environment
• Subject to frequent interruptions
• Periodic work in equipment room

Physical Abilities
• Seeing to inspect financial or statistical records
• Hearing and speaking to exchange information
• Sitting for extended periods of time
• Reaching overhead, above the shoulders and horizontally to retrieve and shelf supplies
• Dexterity of hands and fingers to operate standard office equipment
• Bending, stooping and squatting
• Climbing step stools

Revised
4/99/am