

ORANGE UNIFIED SCHOOL DISTRICT

STAFF/SCHOOL CLERK

DEFINITION

Under general supervision – organizes and maintains records; does standard typing; acts as receptionist, backstops and assists other office positions; learns and applies regular office procedures and policies; and performs related duties as required or assigned.

REPRESENTATIVE DUTIES

- Learns and applies regular school, District and office procedures, reflecting legal and policy requirements;
- Handles a volume of student contacts related to office assigned;
- Maintains accurate records;
- Takes and delivers messages;
- Assists, relieves and backstops other desks and office activities;
- Regular and some specialized typing, filing and clerical duties;
- Posts budget, personnel, time and other records;
- Utilizes judgment and initiative in various office assignments;
- Cooperates with other office workers;
- Assists in attendance at peak periods;
- Issues re-admit slips and off-campus passes;
- Posts attendance records;
- Types attendance reports;
- Makes telephone calls to parents;
- Assists with registration;
- Makes log sheets, types programs and schedules;
- Assists with various types of student records duties;
- Does typing or copying for teachers, or other District or school staff;
- Demonstrates operation of office equipment;
- Maintains various types of District office records for the specialized office assigned: follows and maintains various files;
- Maintains payroll, timesheets, personnel, purchasing, ROP and similar records;
- Types psychological reports; coordinates information;
- Computes average daily attendance and similar mathematical calculations.

QUALIFICATIONS

Good knowledge of:

- English, grammar, spelling, punctuation and composition; basic arithmetic; filing, records and records-checking procedures; principles of staff and student relationships; standard business office procedures; safe working methods and procedures.
- Familiarity with school organization and objectives; student training procedures.

PHYSICAL DEMANDS

Lifting, pushing and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job. Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Some positions in this class require lower body mobility to stand, stoop, reach and bend.