

SCHOOL CLERK
SCHOOL CLERK-BILINGUAL (LANGUAGE)

DEFINITION

Under general supervision, to perform a variety of clerical and public contact duties of average to above average complexity in a school office; and to perform related duties as assigned. Bilingual positions also provide oral and written bilingual services in English and a designated second language.

TYPICAL DUTIES

Performs receptionist duties as assigned and assists students, parents, faculty, staff and other office visitors; answers telephones and provides routine information. Enrolls students and enters data on the computer; assists parents in completion of forms, processes transfers, requests records, and establishes student files. Gives information regarding school activities and office matters in person, by mail, and on the telephone; maintains confidentiality of information as appropriate. Assists students, teachers, parents and others in locating materials or resolving minor problems.

Prepares and maintains records related to student attendance, test scores, participation in special projects, and other data; enters, revises, and updates student information; may schedule students for classes and prepare computerized progress and grade reports at a middle school. Assists in maintaining budget and financial records; records expenditures according to established procedures. Generates, formats, prints, reviews, and assures the accuracy of computer lists and reports; reconciles data and distributes reports to appropriate offices. Scans daily attendance sheets and prints weekly summaries for teachers; verifies absences and contacts parents to resolve unexcused absences. Prepares and distributes District testing materials at assigned site; scans answer sheets, compiles data, and prepares reports for teachers, Principal and District office.

Types a wide variety of materials including forms, reports, cum records, folders, purchase orders, claims, bulletins, notices, correspondence, and other materials; proofreads, duplicates, and distributes materials. Performs clerical support duties related to the National School Lunch Program. Receives, sorts, and distributes mail; receives, unpacks, and processes incoming materials; collects money and maintains related records.

Assists in providing first aid to ill and injured students; assists in administering medications according to established procedures, conducting pediculosis checks and maintaining student health records. Reports suspected child abuse, personally encountered, according to State and District regulations. Operates office machines including computers and peripheral equipment, copiers, laminator, typewriter, scantron, calculator, and others. Trains and provides work direction to student workers and volunteers as assigned. May assist with campus security. Performs related duties as assigned.

Bilingual Assignments

Provides interpreting and translation services in a designated second language as required by the assignment; translates written materials and interprets for non-English speaking students and parents.

DISTINGUISHING CHARACTERISTICS

The School Clerk is the experienced level classification performing general and more specialized clerical support duties in a school. The Clerk Typist II is the experienced level classification in the general clerical series performing work on average complexity, generally in a non-school office.

EMPLOYMENT STANDARDS

Knowledge of: Modern office practices, procedures and equipment; operation of computers and peripheral equipment; data entry and records management techniques; basic first aid procedures; correct English usage, spelling, punctuation and grammar; operation of a typewriter, copier, calculator, laminator and other office machines.

Ability to: Enter data, generate reports, and maintain accurate records and files; type at a speed of 35 net words per minute; make arithmetical calculations with speed and accuracy; work cooperatively and effectively with co-workers, students, and the general public; communicate effectively orally and in writing; train and provide work direction to students and volunteers as assigned; maintain confidentiality of information; work effectively with frequent interruptions; meet schedules and timelines.

Those designated as Bilingual must demonstrate the ability to speak, read and write a designated language, and to translate written materials and interpret for students and parents.

Typical Physical Activities and Work Environment: School office environment; subject to frequent interruptions and interaction with students, including lifting injured students and exposure to communicable diseases.

Typical Background: Any combination equivalent to graduation from high school supplemented by course work or training in computer operation/data processing and two years of general clerical experience involving data entry and frequent public contact. A First Aid Certificate is highly desirable.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.