

St. Helena Unified School District

Position Description

Position: Administrative Clerk I	Position Number:
Department/Site: various	FLSA: non-exempt
Reports to/Evaluated by: various	Salary Grade:108

Summary

Performs routine and/or standardized duties associated with secretarial, receptionist or clerical work and providing general office or program assistance. Duties will vary according to area of assignment, which may include a school site, District office or special program.

Distinguishing Career Features

The Administrative Clerk I is the first in a career path for clerical and secretarial support. Work is generally focused in these areas: keyboarding/typing and data entry, receptionist, filing and retrieval of information to and from records, customer service transactions, and routine reports on established forms. The Administrative Clerk II requires a working knowledge of the terminology and procedures used at a school site or academic department, the ability to locate and extract information from student databases, the ability to monitor limited scope budgets, troubleshoot problems encountered with customer service transactions, and assist with projects of limited scope.

Essential Duties and Responsibilities

- Serves as receptionist to a department, school site, or function. Greets visitors, staff or students in person or over the telephone, and provides standard information related to area of assignment. Answers incoming phone lines and routes calls.
- Types (keyboards) routine letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions.
- Maintains records and alphanumeric files of documents processed for ready access. Ensures the timely distribution and receipt of a variety of records and documents.
- Reviews, prepares, and enters information from documents into data entry screens to databases that have established formats and limited access.
- Assists others to assemble and organize materials for distribution such as, but not limited to, registration packets, schedules, correspondence, and newsletters.
- May receive and process private student information. Maintains security and privacy of information processed or received during the course of performing assigned duties.
- May assist with setup of programs, workshops, and meetings. This includes assembling files and materials.
- Receives, sorts and distributes incoming and outgoing mail. Composes routine correspondence.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires basic knowledge of secretarial practices, general office procedures, filing, record keeping and receptionist and telephone techniques and etiquette. Requires basic knowledge of typical departmental procedures regarding information and document flow. Requires sufficient knowledge of and skill at accessing and using personal computer applications such as office productivity suites, business and student data entry formats, and e-mail. Requires sufficient math skill to compute sums, percents, and portions. Requires knowledge of English, grammar, spelling, and punctuation to prepare routine correspondence for internal distribution. Requires sufficient human relations skill to maintain harmony with peers and customers and portray a positive image of the organization unit and district.

- **Abilities**

Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Requires the ability to learn, understand and apply district rules, regulations and policies. Requires the ability to operate standard office machines and equipment, including personal computers and keyboards, copiers, printers, etc. Requires the ability to maintain records and filing systems. Requires the ability to enter alphanumeric information to data entry screens. Requires the ability to prioritize workload to meet established deadlines.

- **Physical Abilities**

The incumbent must be able to function indoors engaged in work of primarily a sedentary nature. Requires near vision to write and to read printed materials and computer screens. Requires hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about campus locations, and to reach work materials. manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

- **Education and Experience**

The position typically requires a High School diploma supplemented by post-secondary course work in general office skills and 1 year of experience in general clerical, data entry, and production keyboarding, or equivalent environment.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.