

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Clerk I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Clerk	FLSA:	Non-Exempt
JOB CLASS CODE:	0524	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 29 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-58
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine typing and general clerical activities according to established procedures in support of an assigned department.

DISTINGUISHING CHARACTERISTICS:

Clerk I incumbents perform a wide variety of miscellaneous duties within the limits of fixed procedures, which are regularly or frequently repeated. Changes in procedures and new tasks are explained in detail, and any different or new situations are referred to the supervisor. Clerk II incumbents perform a wide variety of duties where procedures and methods are prescribed. Following initial instructions and within the scope of the assignment, employees are expected to exercise good judgment and discretion in handling problems. Clerk III incumbents perform a wide variety of duties, which require t5(i)

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and some clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

- Keyboarding40 Correct WPM
- Word.....35% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of a computer, related software, and standard office equipment.
- Current office practices and procedures.
- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading and writing communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Operate a computer, related software, and standard office equipment.
- Meet schedules and time lines.
- Maintain records, logs, inventories, and routine files.
- Lift light objects according to safety regulations.
- Understand and follow oral and written instructions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:ND 6L/NCID(06-056)4.04(of)-2.998(p)10n98(ov)11.005(e)-3.95.89 Td02. aS: