

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

3/12/98  
Page 1 of 4

**TITLE: ADMINISTRATIVE CLERK**

**QUALIFICATIONS**

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, and math.
2. Applicable state laws, district policies, procedures, and other regulations governing the program or area of assigned responsibilities.
3. Modern office methods and procedures.
4. Proper telephone techniques and etiquette.
5. Safety rules and regulations for this position.

Ability to

1. Perform a variety of responsible clerical work of more than average difficulty, involving use of independent judgment and requiring accuracy and speed.
2. Independently make reports and keep detailed records.
3. Understand, interpret, and explain a variety of policies, laws, rules, and regulations to others.
4. Receive and give information over the telephone or in person in a courteous manner.
5. Work efficiently with frequent interruptions.
6. Perform clerical work without continuous supervision.
7. Type accurately at a rate of fifty (50) words per minute.
8. Learn the operations, procedures, policies, and requirements of an assigned program or operational unit.
9. Operate modern office equipment/machines such as typewriter, calculator, copy machine, computer terminal, and printer.
10. Perform routine mathematical calculations using addition, subtraction, multiplication, and division.
11. Compile and maintain accurate and complete records and reports.
12. Understand and carry out oral and written instructions.
13. Communicate effectively in both oral and written forms.
14. Be a productive and active team member.
15. Work successfully with diverse groups of people.
16. Maintain a pleasant appearance and demeanor.
17. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
18. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
19. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, including courses in bookkeeping, accounting, and modern office practices.
2. Three (3) years of increasingly responsible clerical experience including successful use of computer or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.

**REPORTS TO:** District administrator or departmental supervisor

**JOB GOAL:** To provide specialized and complex clerical support for a department so that the operation of that unit is able to operate in an efficient, effective, and professional manner.

**ESSENTIAL FUNCTIONS**

1. Organizes and expedites the flow of work through a major district-level office responsible for a major program.
2. Screens calls and visitors, making appointments with appropriate staff members, professional figures, and community representatives.
3. Receives requests for various services and coordinates appropriate action to help complete them efficiently and expeditiously.
4. Receives and attempts to resolve complaints through knowledge of departmental and district rules and regulations.
5. Compiles and prepares materials for Board of Education agendas.
6. Keeps detailed and proper accounting records concerning budgeting income and expenditures of the assigned department.
7. Prepares purchase requisitions, sends to appropriate department, receives and signs for receipt of goods, sends appropriate paperwork to Business Services for payment to vendor.
8. Prepares and deposits all monies collected.
9. Modifies or devises forms, reports, or requisitions which significantly affect department functions.
10. Prepares and types reports, forms, leaflets, booklets, and directories requiring correct English usage, spelling, grammar, and punctuation for publication and distribution.
11. Compiles and posts data and information to appropriate records which have legal, administrative, or confidential importance.
12. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files.
13. Maintains and processes information related to assigned operational records by transferring data, calculating totals and subtotals or compiling summaries.
14. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.

**ESSENTIAL FUNCTIONS** (continued)

15. Communicates effectively in both oral and written forms.
16. Greets in a courteous manner, ascertains needs, and directs individuals to various departments, meetings, and/or staff.
17. Follows district policies and procedures.
18. Participates in district in-service training as required.
19. Knows and understands the Mission and Core Values of the district.

**OTHER FUNCTIONS**

1. Copies materials using copy machine or other media as assigned.
2. Prepares masters and runs copies.
3. Types prescribed information on forms, cards, and records from clearly defined sources.
4. Types memos, correspondence, and other materials from oral directions, rough draft copy or notes.
5. Performs other related duties as assigned.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid State of California Driver's License.
3. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The district-level administrator as assigned will give the evaluation.

Approved by:	Board of Education	Date:	June 26, 1991
Amended by:	Board of Education	Date:	March 12, 1998

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**