

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

3/12/98
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TITLE: OFFICE CLERK I

QUALIFICATIONS

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, and math.
2. Modern office methods and procedures.
3. Proper telephone techniques and etiquette.
4. Proper use and operation of a telephone switchboard system.
5. Safety rules and regulations for this position.

Ability to

1. Perform a variety of basic clerical work with accuracy and speed.
2. Efficiently operate a telephone system.
3. Receive and give information over the telephone or in person in a courteous manner.
4. Work efficiently with frequent interruptions.
5. Understand and carry out oral and written instructions.
6. Type accurately at a rate of 40 words per minute.
7. Be a productive and active team member.
8. Work successfully with diverse groups of people.
9. Maintain a pleasant appearance and demeanor.
10. Learn the operations, procedures, policies and requirements of an assigned program or operational unit.
11. Learn to operate standard office equipment/machines such as typewriter, calculator, copy machine, computer terminal, and printer.
12. Establish and maintain routine records and prepare routine reports.
13. Communicate effectively in both oral and written forms.
14. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
15. 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 typing and office practices.
2. One (1) year of clerical experience or experience that could likely provide the desired knowledge and abilities may be considered.
3. Good work history and attendance.

REPORTS TO: Assigned administrator or department supervisor

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

ESSENTIAL FUNCTIONS

1. Answers telephone, takes messages, and/or refers callers to appropriate sources in a courteous manner.
2. Greets in a courteous manner, ascertains needs and directs individuals to various departments, meetings, and/or staff.
3. Processes forms, applications, documents, records, and/or other paperwork in support of assigned office functions.
4. Types prescribed information on forms, cards, and records.
5. Types tests, memos, correspondence, and other materials from clear, draft, or handwritten copy.
6. Participates in district in-service training as required.
7. Follows district policies and procedures.
8. Knows and understands the Mission and Core Values of the district.

OTHER FUNCTIONS

1. Receives, sorts, and distributes mail.
2. Copies materials using copy machine or other media as assigned.
3. Prepares masters and runs copies.
4. Maintains files as assigned.
5. Receives and transmits various reports, statements, and documents to proper personnel.
6. Performs other related duties as required.

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.
18. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.

TERMS OF EMPLOYMENT: Ten- or 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 site administrator or his/her designee will give the evaluation.

Approved by: Board of Education Date: February 11, 1993
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**