

TITLE: OFFICE CLERK II

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 average difficulty requiring accuracy and speed.
2. Compile reports and keep detailed records.
3. Understand 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 assigned work without continuous supervision.
7. Type accurately at a rate of forty-five (45) words per minute.
8. Operate modern office equipment/machines such as typewriter, calculator, copy machine, computer terminal, and printer.
9. Perform routine mathematical calculations using addition, subtraction, multiplication, and division.
10. Compile and maintain accurate and complete records and reports.
11. Understand and carry out oral and written instructions.
12. Communicate effectively in both oral and written forms.
13. Be a productive and active team member.
14. Work successfully with diverse groups of people.
15. Maintain a pleasant appearance and demeanor.
16. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
17. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
18. 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.
2. Successful completion of coursework in bookkeeping or accounting typing and modern office practices desired.
3. Two (2) years of 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.
4. Good work history and attendance.

REPORTS TO: Assigned administrator or department supervisor

JOB GOAL: To provide appropriate clerical support for a department or site 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. Types memos, correspondence, and other materials from clear, draft, or handwritten copy.
3. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files.
4. Maintains and processes information related to assigned operational records by transferring data, calculating totals and subtotals or compiling summaries.
5. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
6. Greets in a courteous manner, ascertains needs, and directs individuals to various departments, meetings, and/or staff.
7. Communicates effectively in both oral and written forms.
8. Follows district policies and procedures.
9. Participates in district in-service training as required.
10. 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. Receives, sorts, and distributes mail.
3. Prepares masters and runs copies.
4. Types prescribed information on forms, cards, and records from clearly defined sources.
5. Performs other related duties as assigned.

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
3. Possession and maintenance of a valid state of California Driver's License

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.

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**