

**TITLE: PERSONNEL CLERK I**

**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.
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 fifty (50) words per minute.
8. Operate modern office equipment/machines such as typewriter, calculator, copy machine, computer terminal, and printer.
9. Perform 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. Establish and maintain effective work relationships with those contacted in the performance of required duties.
17. Learn and follow the operations, procedures, policies, and requirements of the personnel department.
18. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
19. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade.
2. Two (2) 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.
3. Good work history and attendance.

**REPORTS TO:** Assigned administrator or department supervisor

**JOB GOAL:** To provide responsible clerical support duties in the processing and maintenance of classified and/or certificated personnel actions, records, and reports.

**ESSENTIAL FUNCTIONS**

1. Performs a variety of clerical work, including typing, proofreading, filing, and record verification.
2. Maintains, and updates a variety of personnel records and files, including computer data files.
3. Types and distributes job advertisements and job announcements.
4. Schedules, administers, and scores standard employment tests as required.
5. Maintains confidential personnel files for assigned employees.
6. Maintains a variety of record keeping systems monitoring dates to assure required actions are completed in a timely manner.
7. Assists in administering selection procedures by scheduling interviews, preparing interview materials, and explaining interview procedures.
8. Operates a variety of office machines including copier, computer, typewriter, calculator, and computer terminal.
9. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files.
10. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
11. Communicates effectively in both oral and written forms.
12. Acts as receptionist when so required.
13. Follows district policies and procedures.
14. Participates in district in-service training as required.
15. Knows and understands the Mission and Core Values of the district.

**OTHER FUNCTIONS**

1. Prepares masters and runs copies using copy machine or other media as assigned.
2. Searches records and files to assist in preparation of reports and summaries.
3. Types memos, correspondence, and other materials from oral directions, rough draft copy or notes.
4. Performs other related duties as assigned.

**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.
3. Possession and maintenance of a valid state of California driver's license.

**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 site administrator or his/her designee will give the evaluation.

Approved by: Board of Education Date: May 14, 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**