

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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05/12/05

**TITLE: PERSONNEL 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. Effectively use advanced computer programs.
4. Make available and place documents, reports, and data on District website.
5. Understand and explain a variety of policies, laws, rules, and regulations.
6. Receive and give information over the telephone or in person in a courteous manner.
7. Work efficiently with frequent interruptions.
8. Perform assigned work without continuous supervision.
9. Type accurately at a rate of fifty (50) words per minute.
10. Assist and support applicants and employees regarding District and State employment policies.
11. Operate modern office equipment/machines such as typewriter, calculator, copy machine, computer terminal, and printer.
12. Perceive established departmental goals and objectives and work to ensure their fulfillment.
13. Perform a variety of specialized clerical duties concerning employment of all personnel.
14. Prioritize and coordinate workflow.
15. Use computer and related software programs related to personnel functions.
16. Perform mathematical calculations using addition, subtraction, multiplication, and division.
17. Compile and maintain accurate and complete records and reports.
18. Understand and carry out oral and written instructions.
19. Communicate effectively in both oral and written forms.
20. Be a productive and active team member.
21. Work successfully with diverse groups of people.
22. Maintain a pleasant appearance and demeanor.
23. Establish and maintain effective work relationships with those contacted in the performance of required duties.
24. Learn and follow the operations, procedures, policies, and requirements of the personnel department.
25. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
26. 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:** Director of Human Resources or designee

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

**ESSENTIAL FUNCTIONS**

1. Performs a variety of specialized clerical duties concerning employment of all personnel, such as, but not limited to, entering employee data in to county payroll systems, assigning established positions and pay rates correctly, maintaining evaluation logs, and managing lists of employee data for a variety of purposes.
2. Assists in analyzing applications to establish a qualifications listing of new applicants.
3. Processes new and renewal applications for credentialing of substitutes and teachers.
4. Maintains electronic files and documents on District website and for district-wide use.
5. Assists and supports applicants and employees regarding District, state, and other personnel-related matters.
6. Performs a variety of clerical work, including typing, proofreading, filing, and record verification.
7. Maintains, updates, and monitors a variety of personnel records and files, including computer data files.
8. Correctly checks, verifies sorts, tabulates, and files a variety of data and information according to predetermined classifications.
9. Types and distributes job advertisements and job announcements.
10. Schedules, administers, and scores standard employment tests as required.
11. Maintains confidential personnel files for assigned employees.
12. Maintains a variety of record keeping systems monitoring dates to assure required actions are completed in a timely manner.
13. Assists in administering selection procedures by scheduling interviews, preparing interview materials, and explaining interview procedures.
14. Operates a variety of office machines including copier, computer, typewriter, calculator, and computer terminal.
15. Checks, verifies sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files.
16. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
17. Communicates effectively in both oral and written forms.
18. Participates in district in-service training as required.
19. Prepares masters and runs copies using copy machine or other media as assigned.
20. Searches records and files to assist in preparation of reports and summaries.
21. Types memos, correspondence, and other materials from oral directions, rough draft copy or notes.
22. 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.
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 or carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
9. 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.
10. Able to operate a motor vehicle in a safe and effective manner.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*

**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 12, 2005

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