

TITLE: SPECIAL EDUCATION CLERK I

REPORTS TO: Director of Special Education or designee

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

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. 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. Understand, interpret, and explain a variety of policies, laws, rules, and regulations to others.
3. Independently make reports and keep detailed records.
4. Receive and give information over the telephone or in person in a courteous manner.
5. Work efficiently with frequent interruptions.
6. Type accurately at a rate of forty-five (45) words per minute.
7. Operates a variety of office equipment/machines.
8. Perform mathematical calculations.
9. Compile and maintain accurate and complete records and reports.
10. Understand and carry out oral and written instructions.
11. Communicate effectively in both oral and written forms.
12. Establish and maintain effective work relationships with those contacted in the performance of required duties.
13. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
14. Handle all matters in a tactful, courteous, and confidential manner.
15. Work and maintain high standards of workmanship without continuous supervision.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, including courses in bookkeeping or 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.
3. A work history demonstrating dependability and good attendance.

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ESSENTIAL FUNCTIONS

1. Maintains assigned, confidential records.
2. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files.
3. Maintains and processes information related to assigned operational records.
4. Processes records and/or paperwork in support of assigned office functions.
5. Modifies and/or develops forms, reports, or requisitions.
6. Compiles and posts data and information to appropriate records.
7. Contacts teachers/parents by telephone or in writing regarding special education procedural matters.
8. Communicates effectively in both oral and written forms.
9. Follows district policies and procedures.
10. Copies materials and prepares masters using copy machine or other media as assigned.
11. Searches records and files to prepare reports and summaries.
12. Types memos, correspondence, and other materials from oral directions, rough draft copy or notes.
13. 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 kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to ten (10) pounds up to four hours (4) hours per day, and thirty (30) pounds up to one (1) hour per day.
9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion.
11. 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.

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

SPECIAL REQUIREMENTS

1. Some positions in this class may require individuals who can read, write, and/or speak a second language.

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Coordinator of Special Education or his/her designee will give the evaluation.

Approved by: Board of Education Date: May 12, 2005
Amended by: Board of Education Date: March 9, 2006

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