

El Tejon Unified School District

OFFICE CLERK Job Description

JOB SUMMARY

Under close supervision, to perform a variety of general clerical jobs, typing, telephone answering, receptionist, and record-keeping functions, and to do related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Proper English usage, spelling, punctuation and arithmetic;
Office methods and procedures.

Ability to:

Type 40 words per minute from a clear copy and pass a ten-key calculation test;
Perform routine clerical work;
Learn to operate standard office equipment;
Learn office rules, methods, and policies;
Follow oral and written directions;
Establish and maintain cooperative relationships with those connected in the course of work;
Learn to use computer terminal to maintain records.

Education:

Education equivalent to completion of high school.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assists in office functions, such as, but not limited to, typing from rough drafts, amend copies or specific instructions, operate office equipment, type requisitions, work orders and other forms, and proof read;
 2. Maintain files, records and post information;
 3. Answer the telephone and serve as receptionist;
 4. Receive, sort and distribute incoming and outgoing mail;
 5. Operate office copiers and other office equipment;
 6. May assist the Business Manager with purchase orders, invoices and bills;
 7. Maintain confidentiality on school-related matters.
 8. Incorporated within one or more of the previously mentioned essential functions of this job description are
 9. the following essential physical requirements:
1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above
- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
 - 3 b. Ability to stand for extended periods of time.
 - 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
 - 4 d. Ability to hear and understand speech at normal levels.
 - 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
 - 2 f. Ability to bend and twist, stoop, kneel, run and crawl.

2 g. Ability to lift 40 lbs.

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2 h. Ability to carry 40 lbs.

4 i. Ability to operate office equipment.

4 j. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

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