

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	CLERICAL SPECIALIST	2.1.2
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a variety of moderately complex clerical, record processing, general office or production word processing work in direct support of an office.

CLASS CHARACTERISTICS

Positions in this class perform a wide variety of clerical tasks in direct support of specific programs and operations. Work performed requires a basic working knowledge of the policies, procedures, and practices which govern the area of assignment and proficiency in word processing. Work may involve public contact.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor providing instructions for new assignments and assisting with the resolution of difficult or unique problems. Work is reviewed while in progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

NOTE: Actual job duties may vary based on department and/or function, e.g., Transportation, Risk Management, Student Services.

Preparing and processing documents and reports requiring familiarity of program subject matter knowledge.

Typing correspondence, reports, and other documents for program area staff; may compose correspondence according to general instructions; performing "production level" word processing tasks.

Preparing and maintaining a variety of basic financial records such as those concerned with supplies and materials, student information, or athletic activities.

May serve as receptionist for small to medium size office; responding to routine inquiries for information; and routing calls to other individuals or departments for response.

Salem-Keizer Public Schools
Clerical Specialist (Continued)

May contact parents/public to relay information or schedule appointments.

Performs a variety of photocopying duties

Organize and distribute program area mail, including confidential mail.

May explain procedures and departmental policies to customers.

Monitoring supply usage and orders supplies as necessary for program area.

Performing first aid duties if required.

Operating various office machines.

Establishing and maintain effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

General principles and practices of office records maintenance

Business English, spelling, punctuation, and mathematics

Modern office practices, procedures, and computer equipment

Ability to:

Learn and work within specific department and program operations, policies, and procedures affecting assigned work

Apply applicable laws, rules, policies and regulations

Answer telephones courteously and write and relay messages accurately

Maintain records and to prepare periodic reports from such records

Salem-Keizer Public Schools
Clerical Specialist (Continued)

Plan, organize, prioritize and complete assignments in a work setting subject to frequent interruptions

Multi-task with the ability to adapt quickly to changing situations and meet pre-set deadlines

Exercise diplomacy and tact when dealing with staff, students and the public and maintain a high level of professionalism

Operate a computer and to use MS Word, Excel, Filemaker Pro or other database programs to enter and retrieve information, draft and format letters and reports, maintain records, and generate documents

Maintain confidentiality of information

Type at a speed necessary for successful job performance

Travel to district sites if required

Provide excellent customer service

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Any clerical experience involving record keeping, public contact and use of computers for word processing and record keeping purposes.

Training:

Equivalent to the completion of the twelfth grade.

Work Environment:

Climate controlled office setting with exposure to minimal to high noise intensity levels depending on work location.

Low to moderate level of contact with district personnel and outside agencies/community depending on work location.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or

Salem-Keizer Public Schools
Clerical Specialist (Continued)

over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Clerical Specialist

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____