

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	SENIOR CLERICAL SPECIALIST	2.1.3
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a variety of clerical, record processing, and general office work in direct support of a program, department, or school office.

CLASS CHARACTERISTICS

Positions in this class perform a 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. Work may involve public contact.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from an assigned supervisor, and technical and functional supervision from higher level positions. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed often to assure compliance to standards and measured results.

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

NOTE: Actual job duties may vary based on department, school and/or function.

Compiling, verifying, and organizing the records of a functional area as assigned; maintaining and updating records; performing records processing for a program area requiring a limited amount of independent judgment and decision making.

Reviewing records and determining appropriate action to be taken.

Typing correspondence, reports, and other documents; composing correspondence according to general instructions.

Responding to requests from other departments, students, and the general public concerning area of assignment.

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Entering and retrieving data using a computer and/or spreadsheet software programs; maintaining records and generating basic reports.

Applying and explaining departmental or program rules, procedures and policies.

Performing basic bookkeeping work as required.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

May provide receptionist duties.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of office records maintenance

Business English grammar, spelling, punctuation, and math

Modern office practices, procedures, and office equipment

Computer programs for word processing and spreadsheets

Ability to:

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

Exercise independent judgment including making appropriate decisions concerning work methods and timelines for assigned work

Apply laws, rules, regulations, policies and procedures

Operate personal computer and use word processing and spreadsheet software to create record/document formats, enter and retrieve data, maintain records, and generate documents and reports

Gather and organize information on data and prepare reports

Review and apply technical information within scope of assignment

Word process at a speed necessary for successful job performance

Operate various office equipment including computer, copiers, copyboards and document cameras.

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

Maintain confidentiality of information

Communicate clearly and concisely, both orally and in writing

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. High School diploma or college coursework, or business school classes.

Work Environment:

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

Moderate to high 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 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 20 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: Senior Clerical Specialist

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

Signature: _____

Date: _____

Print Name : _____