

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: CLERK III

DEFINITION: Under the supervision of the Principal, immediate supervisor, or designee, performs responsible clerical and data processing work in the office.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Serve as receptionist.
- Sort and distribute U.S. Mail and Interoffice mail.
- Type a wide variety of routine and complex material including correspondence, reports, and documents.
- Generate special reports and statistics from data as required.
- Assist in the requisition of supplies.
- Assist staff members with clerical and receptionist duties as required.
- Supervise student help if applicable.
- Responsible for security of files and information.
- Other duties as assigned.

ESSENTIAL FUNCTIONS, unique but not limited to:

High School/Middle School/Elementary School:

- Accept direction from lead secretary.
- Collect and compile attendance reports for students including daily, monthly, and yearly reports as required.
- Assist in coordinating and distributing the newsletter
- Record daily attendance.
- Readmit students to classes and issue off-campus passes.
- Follow-up daily on students who are ill, late, or truant by contacting the parents.
- Prepare and mail letters to parents on truancy.
- Advise teachers on students' absences and work with Administration on matters of truancy, suspension and confidential attendance matters.
- Assist in maintaining student database records.
- Assist in the opening and closing of the school office each year.
- Provide first aid and health assistance as needed.

Elementary School:

- Assist with student registration.
- In absence of Office Manager, act as secretary.

Middle School:

- Responsible for student registration and withdrawal.
- Responsible for maintaining student transcripts and records.
- Responsible for maintenance of accurate student locator files.
- Perform class changes as needed.
- Responsible for clerical assistance for the Assistant Principal and counselor as required.
- Maintain cumulative records.

POSITION TITLE: CLERK III, Continued

Adult School:

- Responsible for student registration and enrollment information.
- Generate Adult School class lists from the computer database.
- Maintain student database.
- Maintain and report monthly student attendance.
- Maintain student information and disseminate information for the State mandated accountability program.
- Support teachers with Workforce Investment Act 231 grant benchmark testing, processing and reporting.
- Train employees to use the automated attendance and accountability process.

District Substitute Caller:

- Select and reserve substitutes for work as requested by district staff.
- Meet new substitutes and confirm completion of required documents.
- Establish and maintain current files on approved substitute employees.
- Provide schools and Human Resource Department with current substitute lists.
- Relate information and pertinent instructions to substitutes.
- Notify school of substitute assignments.
- Maintain daily record of substitute assignments.
- Maintain current database of substitutes and required documents.
- Perform clerical work related to personnel as required.

REQUIREMENTS:

- Ability to use computer and other modern office machines.
- Type 45 net words per minute.

QUALIFICATIONS:

Knowledge of:

- Office computer programs.
- Computerized data base management concepts.
- Clerical functions and office procedures.
- Modern office methods, practices, and procedures.
- Receptionist and telephone techniques.
- Proper English usage, spelling, grammar and punctuation; techniques of letter and report writing.
- District policies, laws, and procedures relating to position.

Ability to:

- Organize and prioritize work effectively.
- Deal effectively with a wide variety of situations.
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations.
- Understand and carry out oral and written directions.
- Work independently and as part of a team.

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein.
- Completion of the twelfth grade.
- Supplemental coursework in computer programs, Business or a related field desirable.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license.
- Valid CPR/First Aid Certification desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.