

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Job Description - Classified

Clerk II

SUPERVISED BY:

Principal

BRIEF DESCRIPTION OF THE POSITION:

Under supervision, performs routine clerical work.

MAJOR DUTIES AND RESPONSIBILITIES:

- Type routine memoranda, letters, reports, records, requisitions, stencils, and other materials from copy or draft.
- Post data to records and compare and check records and forms for accuracy and completeness.
- Make simple arithmetic computations and extensions.
- Answer telephone and route calls or relay messages.
- Receive inquires and give out standard information in person or by telephone.
- Sort, alphabetize, catalog, index, and file materials according to well-defined standards.
- Proofread typed material for grammatical and spelling errors.
- Distribute mail, office supplies, and other materials.

LICENSE OR CERTIFICATE REQUIRED:

None

REQUIRED QUALIFICATIONS:

Knowledge of:

- Modern office methods and procedures.

Ability to:

- Operate standard office machines.
- Follow routine oral and written instructions.
- Type at not less than 45 words per minute.

Education:

High school graduate or equivalent.

Personal Qualifications:

Ability to work harmoniously with others.

Clerk II

LIST MACHINES, EQUIPMENT, OFFICE APPLIANCES, OR MOTOR VEHICLES EMPLOYEE IS REQUIRED TO USE IN THE PERFORMANCE OF THE JOB. INDICATE WHETHER USE IS OCCASIONAL, FREQUENT, OR CONSTANT.

- Typewriter (F)
- Adding machine (F)
- Copy machines (O)
- Computer (F)