

RIVER DELTA UNIFIED SCHOOL DISTRICT

CLERICAL SPECIALIST



DEFINITION

To perform a wide variety of clerical/secretarial/technical receptionist duties related to District Office Business; to perform department support functions for the departments assigned; and to perform a variety of tasks relative to related duties assigned.

WORK ASSIGNMENTS

Work will be assigned from the Business Services Department, Personnel Department and Superintendents office through the positions immediate supervisor who will be responsible for seeing that work assigned from each department does not exceed allocated hours.

Generally, this position will provide 25% support each to the General District Office, to Business Services, to the Personnel and to the Superintendent's Office (time will be taken from all departments as needed to perform Board meeting preparations as required usually once or twice per month).

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Accounting; and she/he will be responsible for ensuring that work assigned from each department does not exceed allocated hours.

DUTIES

Essential Functions:

1. Provide clerical/technical/secretarial support for the Executive Secretary as necessary, which includes assisting with maintaining permanent and archive files, filing, copying, and distribution, assisting with supply and equipment inventory and purchasing, data entry, assist in overseeing work of student assistants if necessary (total allocated time is two hours per day).
2. Provide clerical/technical/secretarial support for the director of personnel as necessary, which includes copying, filing, posting, and distributing vacancy notices, setting up personnel interviews; data entries in QSS system (total allocated time is two hours per day).
3. Provide clerical/technical/secretarial support for the Assistant Superintendent of Business Services as necessary, which includes data entry, typing, copying, filing, logging daily checks and depositing funds into the clearing bank account (total allocated time is two hours per day).
4. Provide receptionist assistance to students, parents, and the public; screen calls and visitors to the District Office and assist with appropriate referrals.
5. Provide maintenance of district bulletin board and information bulletin posting, removing outdated items.
6. Responsible for opening, screening, sorting all daily District Office incoming mail assuring appropriate routing.
7. Serve as the primary Key Operator for District Office machines, such as the copier, fax, and mail machine, arrange for equipment, supplies, machine repairs as needed.

Marginal Functions:

1. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Attendance accounting principles and practices.
English grammar, spelling, and punctuation.
Basic mathematic principles.
Modern office practices and procedures, including computers.
Record keeping methods and techniques.
Pertinent Federal, State, and local laws, codes and regulations.
Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain District policies and procedures.
Administer first aid and CPR.
Compose letters, memoranda, and other written documents.
Operate office equipment including a fax, copier, computer, etc.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Work independently in the absence of supervision.
Type at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Establish/maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honesty, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities.
 - Oral Comprehension
- Oral expression
- Auditory understanding
- Memorization
- Written comprehension

POSITION REQUIREMENTS *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Licenses/Other Requirements:

Possession of a valid California Driver's License.

Experience:

Three years of increasingly responsible clerical experience.

Training Preferred:

Equivalent to the completion of twelfth grade.
Bilingual (Spanish) strongly preferred, but not required.

WORKING CONDITIONS:

Environmental Conditions:

Office environment (working on a computer).

Physical Conditions (with or without aids):

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and in standing position; as well as stamina to work occasional overtime. Hearing and speaking to exchange information; seeing to read a variety of records and proof work; dexterity to operate a computer keyboard.

Hazards:

Contact with dissatisfied and abusive individuals.

Other Characteristics:

Able to work additional hours (employee, by Contract, has the right of refusal)
Willing to travel within the District's attendance boundaries

JOB PROFILE:

Annual Contract: 12 months
Classified Salary Schedule: Range 14
Board Approved: October 10, 2023