

Clerical Assistant III

Classified Position - 7781

<u>Salary</u> Category 4 per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Assigned Director
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SCOPE OF RESPONSIBILITIES

Perform a variety of responsible and technical clerical work in support of an assigned function

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Perform technical clerical duties related to assigned function such as compiling information from a variety of sources as required by District, County, State or federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information
2. Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of assigned program or office according to established guidelines
3. Compose correspondence independently or from oral instructions; prepare letters, memos and forms, requesting, providing or verifying information; receive screen and route mail
4. Prepare, format, type, proofread and duplicate student records
5. Coordinate schedules and communicate with others regarding meetings, appointments, activities or announcements; schedule appointments, meetings, conferences and arrange interviews for supervisor and others
6. Operate computers and peripheral equipment to enter, revise and update information; generate records, reports, lists and summaries as needed; utilize various software as required by the position
7. Prepare and maintain detailed and complex logs, files and records; maintain inventory; order supplies and materials as assigned; maintain confidentiality of materials and information
8. Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy
9. Train and provide work direction and guidance to clerical personnel as assigned
10. Operate a variety of office machines such as typewriter, computer terminal, calculator, copiers and other equipment as required
11. Maintains regular and predictable attendance
12. Adheres to the professional code of ethics
13. Successfully utilizes technology as appropriate in job function
14. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Laws, regulations, policies and procedures of assigned program or department
- Modern office practices, procedures and equipment
- Basic financial and statistical accounting and record-keeping
- Record-keeping techniques, filing systems and information management
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of office machines
- Telephone techniques and etiquette
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

ABILITY TO:

- Perform a variety of responsible and technical clerical work in support of an assigned District or school function or program

- Provide work direction and guidance to student assistants and other clerical personnel as assigned
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Add, subtract, multiply and divide quickly and accurately
- Meet schedules and time lines
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Perform duties effectively with many demands on time and constant interruptions
- Plan and organize work
- Maintain records and prepare reports
- Type at 45 words net per minute from clear copy
- Understand and follow oral and written directions
- Operate a variety of office equipment as required by the position

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.B.D. as required by Kentucky law
2. Two years of increasingly responsible clerical or secretarial experience