

Clerical Assistant II
Classified Position - 7782

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| <u>Salary</u> Category 5A per Salary Schedule | <u>Days</u> 200 | <u>Reports to:</u> Director or Assistant Superintendent |
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SCOPE OF RESPONSIBILITIES

Perform a variety of responsible clerical duties involving typing, filing and maintaining records or reports in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services; apply and explain procedures and policies of assigned program or department.

REPRESENTATIVE DUTIES/ESSENTIALS FUNCTIONS

1. Perform a variety of clerical duties including typing, filing, record keeping, proofreading and processing information.
2. Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer terminal.
3. Maintain a variety of logs, records and files related to assigned office; compile information from a variety of sources and prepare summaries and reports including attendance and enrollment data.
4. Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer questions and provide information and directions or explain policies and procedures; schedule meetings and appointments.
5. Assist the public and District employees in completing forms, applications and other District, State and federal forms and documents.
6. Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment; compile and verify information; produce periodic reports, lists and records as assigned.
7. Maintain attendance, academic and health records; update computer information databases.
8. Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct research duties as assigned.
9. Maintain supply and material inventory of assigned area as required; assist with ordering, receiving and distributing materials, equipment and supplies according to established procedures; coordinate purchasing efforts with the Purchasing department.
10. Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify vendors or supervisor of discrepancies or damage.
11. Operate a variety of office equipment, such as typewriter, calculator, copiers, computer terminal and other machines as required; enter data in a computer terminal or microcomputer as assigned.
12. Provide first aid to ill and injured students as assigned; contact parents, guardians, nurse or public service agencies in accordance with established guidelines.
13. Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
14. Schedule appointments, conferences and meetings; maintain various schedules and calendars.
15. Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.
16. Maintains regular and predictable attendance
17. Adheres to the professional code of ethics
18. Successfully utilizes technology as appropriate in job function

19. 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 40 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.E.D. as required by Kentucky law. Must pass the Para Educator test in accordance with state regulations or have 48 accredited college hours.
2. One year of increasingly responsible clerical or secretarial experience