

California Military Institute

Board Approved: June 21, 2006
Salary Schedule: 281, Row: 3

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: OFFICE CLERK

JOB PURPOSE STATEMENT: To provide requested clerical support of average difficulty; communicate various information regarding activities and/or in response to requests; and provide timely and accurate distribution of materials.

JOB FUNCTIONS:

- Performs a wide variety of clerical work (e.g., word processing, data entry, typing, proofreading, filing, checking, recording, answering telephones, etc.)
- Communicates and responds to inquiries of students, staff, parents, public, and other agencies to provide information
- Maintains various records (e.g., schedules, files, rosters, etc.) to document and/or provide reliable information; inventory of office supplies to ensure availability of required items
- Assists in maintaining bookkeeping records for student organizations under the supervision of the Activities Director
- Processes documents and materials (e.g., schedules, agendas, mail, etc.) to disseminate information to appropriate parties
- Supervises students working in office
- Functions well in a busy office environment
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs arithmetic calculations
- Demonstrates organizational skills
- Works independently with speed and accuracy

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JOB FUNCTIONS – continued

- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- One year of office experience

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance

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Licenses, Certifications, Bonding, and/or Testing - continued

- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Non-Union Position