

## **OAK PARK UNIFIED SCHOOL DISTRICT DEPARTMENT CLERK**

### **DEFINITION**

This is a 10-month position, working 20 + hours per week

Salary: Range 10 on Classified Salary Schedule (CC/CH & CB2)

Under supervision, perform a variety of clerical and general office work, including the use of the computer for word processing, databases and calculation of statistical information, serve as a department receptionist and respond to routine inquiries and direct persons to appropriate offices and resources, and do other related work as assigned.

### **ESSENTIAL DUTIES:**

Perform general clerical duties and office work, including word processing, proofreading, filing of both electronic data and documents, answer phones in the department; order supplies and equipment; check statistical data and record information; input material, such as requisitions, electronically and create necessary documents from a variety of sources that may include oral directions, rough drafts or handwritten notes, including various records, test materials, reports, memoranda, tables, lists, and a variety of other documents; data entry; complete required district, state, and federal forms and documents as required, some of which may be related to individual employees and therefore restricted; prepare a variety of materials for duplication and printing; assist office visitors by providing information relative to routine or procedural matters; operate a variety of office machines and equipment as found in a modern office environment; sort and file documents and materials both electronically and in hard copy according to a predetermined classification system; maintain alphabetical, numerical, index, and cross reference files; make accurate arithmetical calculations and post to statistical records both electronically and on document copies; check simple financial records and documents for clerical and arithmetical accuracy, completeness and to ensure compliance with established district procedures; process letters, documents, reports, proposals, and forms as needed; receive, sort, and distribute incoming mail; contact employees, parents, or community members regarding necessary information relating to the District.

### **QUALIFICATIONS**

Knowledge of: Correct English usage, grammar, spelling, and punctuation; standard office machines and equipment including electronic equipment necessary for the modern office; basic mathematic skills; telephone etiquette and techniques; record keeping skills; interpersonal skills including tact, patience and courtesy; office procedures of the public school system; numerical, alphabetical, and subject matter filing systems.

Ability to: Learn and/or upgrade current skills relating to efficient standard office procedures and the skillful operation of modern office equipment; perform routine general office and clerical work with speed and accuracy; keyboard at a net corrected speed of 40 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

### **PHYSICAL DEMANDS**

Involves extended periods of sitting, but will involve walking or standing for brief periods; exertion of 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects; must be able to perceive the nature of sounds, near and far vision and depth perception, provide oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects that are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

Any combination equivalent to graduation from high school supplemented by training in office procedures, electronic equipment, and office practice.

### **WORKING CONDITIONS:**

District Office environment subject to frequent interruptions, demanding timelines and contact with District employees and the public.