

GALT JOINT UNION SCHOOL DISTRICT

District Office Clerk II

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of operational and programmatic support functions for the District.

SUPERVISOR: Department Director or Designee

TYPICAL DUTIES

1. Performs varied and responsible clerical duties to directly assist department supervisors and directors.
2. Produces correspondence, policies, memos, forms, and other documents from dictation notes, rough drafts or verbal instructions as directed by supervisor.
3. Assists in grant proposal development through research gathering and document preparation for individual department needs.
4. Enters information and maintains District and/or Department databases as needed.
5. Makes arrangements necessary for attendance at professional meetings and conferences, including transportation and hotel reservations, expense requisitions and other required documentation as necessary.
6. Assists in scheduling arrangements and appointments, notifies participants, confirms dates and times and prepares needed materials.
7. Prepares information needed for reports, data and records for supervisor to submit to appropriate agency or governmental office as required.
8. Establishes and maintains a variety of records, logs and filing systems pertaining to department area(s) of responsibility.
9. Attends meetings, workshops and other functions as required.
10. Receives, date stamps, and distributes department mail.
11. Maintains accurate and detailed budget information related to department services as necessary.
12. Assist with employee substitute scheduling both manually and using the automated system, resolving discrepancies and communicating to sites and personnel for department.
13. Contacts vendors to gather quotes, product information and availability, places orders and resolves discrepancies in purchases, deliveries, services, and invoices.
14. Is available to assist and substitute for department needs when absences exist.
15. Participates in training for department as needed.
16. Provides updates to District Web pages for individual departments as needed.
17. Prepares and inputs requisitions for purchases into the District financial software system.
18. Other duties similar in scope and function.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern office methods, techniques and procedures including filing systems, business correspondence writing and telephone techniques;
- Mathematical skills to prepare a variety of reports and spreadsheets.
- A variety of computer software programs including word processing, data base, spreadsheets and desktop publishing.
- Proper English usage, grammar, punctuation, vocabulary and spelling.

Ability to:

- Plan, organize, and participate in the operational activities of assigned responsibilities.
- Operate a variety of standard office machines and equipment including computer, printer, calculator, and copier.
- Understand and carry out a variety of oral and written instructions independently.
- Analyze situations and take appropriate action regarding routine procedural matters without immediate supervision.
- Word process accurately at a rate required for successful job performance.
- Perform mathematical calculations accurately.
- Compose correspondence independently.
- Establish and maintain efficient information/retrievable systems to prepare reports as directed.
- Perform research and gather information from a variety of sources.
- Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.
- Communicate effectively in both oral and written forms.
- Maintain effective work relationships with those contacted in the performance of required duties.
- Prepare reports as directed.

EDUCATION, EXPERIENCE & REQUIREMENTS

- High school diploma or equivalent.
- 3 years as a District Clerk 1 or 3 years clerical support experience.
- Prior job related clerical experience with increasing levels of responsibility, preferably in a school district.
- Valid California Drivers License and evidence of insurance.
- TB test clearance.
- Criminal Justice fingerprint clearance.

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office and media equipment.
5. Sufficient mobility to move about the District and drive a car.
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
7. Sufficient strength to lift 25 lbs. or carry object weighing over 15 pounds.

Board Approved on November 17, 2016