

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: OFFICE CLERK

DEFINITION:

Under the direction of coordinators, principals, supervisors or other professionals, perform various routine clerical tasks and do related work as required in a school office or in the Education Center.

JOB RELATIONSHIPS:

Supervised by coordinators, principals, supervisors or other professionals; has no supervisory responsibilities; may have direct contact with pupils, parents, staff and the general public.

ESSENTIAL DUTIES:

May type record cards, newsletters, curriculum plans, routine copying of materials and letters, work orders, requisitions and purchase orders.

Use the telephone to obtain information and locate people or materials for the office.

Operate various types of office and duplicating machines.

May file correspondence and informational materials.

May handle supplies.

May have direct contact with pupils, parents, staff and the general public.

NON-ESSENTIAL DUTIES:

Perform other duties as assigned.

KNOWLEDGE OF:

Modern office methods, procedures and equipment.

Correct English, grammar, punctuation, spelling and vocabulary.

Filing and record-keeping.

ABILITY TO:

Perform clerical work involving a degree of independent judgment.

Work well with others and maintains good relationships.

Operate standard office equipment including computer and related software applications.

EDUCATION:

Graduation from high school or equivalent.

EXPERIENCE:

Certain job assignments may require the ability to type.

Some positions may require bilingual verbal, written and translation skills.

LICENSES AND OTHER REQUIREMENTS:

Passage of district pre-employment test.

Post-offer physical examination and drug screen.

Fingerprint clearance from Department of Justice.

Current X-ray or tuberculin skin test before employment and every four years thereafter.

WORKING CONDITIONS:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Sitting for extended periods of time.