

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: CLERICAL ASSISTANT I

DEFINITION:

Under the direction of an assigned supervisor, performs a variety of clerical duties involving typing, duplicating, filing and maintaining records and reports.

DISTINGUISHING CHARACTERISTICS:

The Clerical Assistant I class performs routine clerical duties, as directed. The Clerical Assistant II class is the experienced-level class and incumbents perform more varied and complex duties with a broader range of independent action within established guidelines.

STATEMENT OF TYPICAL DUTIES:

- a. Types letters, tests, instructional materials, memoranda, reports, or other materials from straight copy, rough drafts or verbal instructions.
- b. Duplicates a variety of materials, tests and instructional materials.
- c. Performs a wide variety of clerical and typing functions related to the office to which assigned; establishes and maintains files and records, as directed.
- d. Operates a variety of office machines including typewriter, calculator, copier, and other office machines and equipment.
- e. Orders, receives, shelves, and distributes a variety of supplies and materials.
- f. Assures the timely distribution and receipt of a variety of instructional materials and reports; requests information, as necessary to assure completeness and accuracy.
- g. Provides information and assistance to students, staff and general public, as needed.
- h. Maintains confidentiality of information.
- i. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures and equipment.
- Record keeping techniques and basic math.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of office equipment.
- Oral and written communication skills.
- District organization, operations, policies and objectives.

Ability to:

- Perform clerical work with speed and accuracy.
- Learn, understand and apply District rules, regulations and policies.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Type at 40 words net per minute from clear copy.
- Establish and maintain effective working relationships with others.
- Operate a variety of office machines.
- Work cooperatively with others.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Office environment.

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