

**KERN COUNTY SUPERINTENDENT OF SCHOOL
APPROVED OCTOBER 2004
RANGE: 37.5
CLASSIFIED
CODE: NONE**

SCHOOL CLERK

DEFINITION

Under the direction of the school site Supervisor/Principal, Program Coordinator or School Secretary, perform a variety of duties related to running of school sites and classrooms, including but not limited to:

Serving as clerical support for those school sites and classrooms.

Responsible for maintaining student files, including testing, attendance records, accessing Student Information System (SIS) information, personnel records, financial records and maintenance information for all students/employees within a program.

May call substitutes and maintain timesheets.

Do other related work

EXAMPLES OF DUTIES

Perform a variety of clerical tasks, including typing, proofreading, filing and the recording of data;

answer the telephone and provide caller with routine information and data;

process time sheets and other employee related documents;

process letters to parents and other professionals regarding program information;

process the ordering of textbooks and materials for each classroom;

assist the public and office visitors by answering routine inquiries, providing them with information and data;

may prepare student enrollment documents, credit transcript information, and/or transfer pupil records to requesting agencies;

complete student attendance reports as assigned;

under supervision, use appropriate budget codes related to the program(s) involved;

process credit card reconciliations and other expense-related tasks;

respond to questions regarding student attendance and/or enrollment.

QUALIFICATIONS

Knowledge of:

Knowledge of English usage, spelling, grammar, punctuation, arithmetic concepts and legal terminology as required by the assignment;

standard office machines and equipment;

record storage, retrieval and management systems.

Ability to:

Ability to perform general clerical work of average difficulty with speed and accuracy;

communicate effectively and positively in oral and written form, including follow-up;

type or keyboard at a net corrected speed of 45 words per minute;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

establish and maintain comprehensive and accurate files and records for both students and personnel;

follow office procedures on routine monthly responsibilities, such as: timesheets, purchase card reconciliation;

some positions may require ability to speak and write Spanish.

Experience:

Eighteen (18) months of experience performing varied general office or clerical functions.

One year of experience in a school site or educational agency preferred.

Education:

Education equivalent to the completion of the twelfth grade.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/14/15

G:\School Clerk.doc