

**JOB DESCRIPTION**

**JOB TITLE: *Clerical Assistant (9116)***

**Job Summary:**

Under general supervision performs a variety of varied typing and general clerical work of average difficulty and performs related work as required.

**Essential Job Functions:**

- ▶ Answers/greets visitors, co-workers, outside agents, clients, and parents to furnish information and refer to the proper sources.
- ▶ Prepares letters, memos, reports, bulletins, flyers, staff handbooks, questionnaires, requisitions, various forms, i.e., time sheets, medical, orientation letters, and packets of information to communicate with employees and the general public, and for written documentation of information.
- ▶ Maintains schedules/calendars, files, and records to ensure efficient operations.
- ▶ Processes (receives, sorts, distributes) mail, purchase orders, transportation requests, and other office forms to provide timely and accurate distribution.
- ▶ Operates standard office machines including word computer, laminator, fax machine, printer, answering machine, binding machine, calculator/10 key, pencil sharpener to complete essential functions.
- ▶ Inventories equipment and supplies to maintain a record of items for the Tulare County Office of Education.
- ▶ Organizes work and sets priorities for the purpose of ensuring that all tasks are completed accurately with attention to detail and within required time lines.

**Experience Required:**

- ▶ Experience sufficient to have acquired knowledge of modern and efficient office methods, practices and procedures; written and oral communication skills.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - type at a speed of 45 net wpm from clear copy;
- ▶ **Knowledge of:**
  - modern office methods, practices and procedures;
  - English word usage, spelling, grammar, and punctuation;
  - office and records management;
  - public policies and procedures;
  - receptionist and telephone techniques;
  - filing systems;
- ▶ **Ability to:**
  - use computers to enter data, update and create correspondence, retrieve information, use electronic calendars, store and retrieve documents and other basic word processing, spreadsheet and data base applications (preferably Microsoft Word, Excel and Access);
  - perform clerical work using independent judgement, initiative and required accuracy and speed;
  - maintain cooperative relationships with those contacted in the course of work;
  - communicate, effectively, by telephone, email, and in person with individuals and groups of varying educational and socioeconomic backgrounds;
  - organize work, establish priorities and remain flexible to changes in the workload and deadlines.

**Education Required:**

- ▶ Formal or informal education equivalent to completion of twelfth grade with supplementary training in business and clerical courses.
- ▶ High school diploma or the equivalent.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid California driver's license.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Keyboarding or typing certificate verifying 45 net words per minute.

**FLSA Status: Non-Exempt**

**July 2014**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.