

## **OFFICE CLERK**

### **PURPOSE STATEMENT**

Under general supervision, performs any of a variety of regular clerical, record keeping, record checking, typing, and filing duties which follow particular routines in school or district offices; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Positions in this class have general supervision and receive their assignments from a secretarial position or a designated supervisor. Incumbents are expected to perform a wide variety of basic office procedural tasks and provide assistance in more complex tasks. No supervision is exercised over other positions. The duties listed below are typical for positions in the class collectively but no one position will necessarily include all these duties.

### **ESSENTIAL FUNCTIONS**

Performs a variety of clerical work, including typing, proofreading, filing, checking, and recording information on records; posts information to forms, accounts, and records; alphabetizes, files papers, cards, and reports; searches records and files for readily identified information; answers the telephone and provides information concerning school programs; prepares and compiles various school records and reports; greets visitors and provides information relative to school procedures or services; operates a variety of office machines including copier, typewriter, calculators, and computer/word processing terminal; receives, sorts, and distributes mail; may work in a variety of locations, including school or district offices; participates in district in-service programs. Perform other duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE AND ABILITIES**

##### Knowledge of:

- Correct English usage, spelling, grammar, punctuation, and math
- Standard office procedures

##### Ability to:

- Perform a variety of basic clerical work with accuracy and speed
- Typing at a minimum rate of 35 WPM
- Learn to operate standard office equipment
- Make arithmetical calculations
- Receive and give information over the telephone or in person in a courteous manner
- Work efficiently with frequent interruptions
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work
- Learn and follow office routines

#### **EDUCATION AND EXPERIENCE**

Equivalent to the completion of the twelfth grade; one (1) year clerical experience or any combination of training and experience that could likely provide the desired knowledge and abilities.

Office Clerk (continued)

### **PHYSICAL DEMANDS**

- Sitting (70% up to continuously)
- Stand (up to 10%), walk (up to 20%), bend, stoop, look up/down on occasion
- Push, pull, twist, squat, stoop
- Repetitive hand motions with close reach in such examples of: keyboard, mouse, files, phones and handwriting
- Lift/carry office supplies up to 30 pounds
- Use seeing, hearing and speaking

### **WORK CONDITIONS**

- School Office and grounds
- Exposure to: inside/outside temperatures
- Use of office equipment and supplies
- Proximity of alarms
- Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

### **CLEARANCES**

- TB Clearance
- Fingerprint/Criminal Background

**Approved by the Governing Board  
of the Menifee Union School District: February 13, 1996  
Revised: July 10, 2018**

Menifee Union School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age, gender expression, gender identity, and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Menifee Union School District policy. A physical examination and drug screen may be required of all finalists before employment.