

## CLERK II

### DEFINITION

Under immediate supervision by district and/or department, performs a variety of clerical and general office tasks, including the use of a computer; supervise other clerical staff and interpret policies and practices of the district. Develop and maintain program records and reports; assist in the development and implementation of new applications and programs; establish and maintain a cooperative and positive professional relationship with students/clients, staff members, representatives from districts, schools, other agencies and members of the community. Perform other work as required.

### ESSENTIAL DUTIES

Performs specialized clerical work including typing correspondence, reports, memoranda, documents and forms; answer phones, proofreading and editing to finish product; posts information and completes forms; sorts and files documents and records according to predetermined classifications; types from oral direction and prepares final drafts. Receives, sorts and distributes material physically and electronically; creates forms to compile data, answers questions and types correspondence that requires searching and abstracting from technical data and detailed explanation of laws, policies, or procedures; maintains and classifies a variety of records including confidential and sensitive material; performs technical clerical work requiring the use of independent judgment. Refer matters requiring policy decisions to supervisor; requests and provide information to supervisors, counselors, teachers and staff as necessary; answers questions relating to input or output information needed.

### OTHER RELATED DUTIES

Act as liaison with schools, employees and other persons or agencies affiliated with the district and department.

### EMPLOYEE STANDARDS

#### Training and Experience:

Any combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed herein. An example is:

Two years of responsible experience or one year at or equivalent to the level of Clerk I with the East San Gabriel Valley Regional Occupational Program/Technical Program, supplemented by courses in counseling, business office skills and/or office management.  
High School graduate or equivalent.

#### Knowledge of:

Modern office methods, procedures, and equipment;  
Correct English usage, spelling, grammar, and punctuation;  
Advanced Computer and Word processing skills;  
Standard office machines and equipment;

#### Ability to:

Use independent judgment in performing difficult and responsible clerical work with speed and accuracy.

Prepare clear and comprehensive reports;  
Function in situations requiring tact and discretion;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships;  
Maintain Confidentiality.

#### PHYSICAL DEMANDS

Employees in this classification stand, walk, bend, may occasionally lift over 50 lbs., use fingers repetitively, speak clearly, hear well, have depth perception, maintain balance, color vision and see small details and long distances well, use a computer and a telephone.

#### WORK ENVIRONMENT

Employees in this classification work primarily indoors. May be exposed to minor contagious illnesses such as colds and flu as well as some more severe contagious illnesses such as tuberculosis, measles, mumps, chicken pox, hepatitis, etc. May find themselves in negative interpersonal situations with students or staff.

Periodically, employees working in this classification must travel to locations within the region to assist their supervisor.