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**REDDING SCHOOL DISTRICT  
JOB DESCRIPTION**

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**OFFICE CLERK**

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**DEFINITION OF POSITION**

Under the supervision of the site administrator(s), performs varied clerical duties, as well as assisting the supervisor(s) in the daily operation of the department. This position is part of the classified bargaining unit.

**EXAMPLES OF DUTIES** – Important duties may include, but are not limited to, the following:

1. Type correspondence, meeting agendas, meeting minutes, and reports as requested by supervisor;
2. Input pertinent data into computer as required; i.e. attendance reports, immunization records, etc.;
3. Handles pupil enrollments, transfers, cumulative records;
4. Act as receptionist for the assigned department(s);
5. Answer the telephone and direct calls to appropriate administrator;
6. Open and distribute mail;
7. Maintain department files;
8. File all correspondence, reports and other data;
9. Make copies and distribute material as directed;
10. Schedule and attend department meetings as required;
11. Schedule meeting room and prepare for the meeting as directed, i.e., order food, beverages, supplies, etc.;
12. Prepare purchase orders for various supplies;
13. Performs other related duties as assigned which are reasonably related to the above.

**QUALIFICATIONS**

1. Knowledge of office practices, procedures and equipment;
2. Knowledge of computer programs including word processing and spreadsheet programs;
3. Knowledge of telephone answering techniques;
4. Ability to learn and apply rules, regulations and policies;
5. Ability to maintain accurate records;
6. Ability to type 45 words per minute;
7. Ability to establish and maintain cooperative working relationships with staff and public contacts.

**PHYSICAL DEMANDS**-The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions;

1. Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
2. This type of work involves sitting, walking, or standing for extended periods;
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of this job.

### **EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to gain the knowledge, skills, and abilities required of this position would be:

1. One year of experience in a clerical position, preferably requiring contact with the public.

### **EDUCATION**

1. Graduation from high school;
2. Completion of college level secretarial/business courses preferred.

**OFFICE CLERK**  
**Salary Range F**

BOARD APPROVED: \_\_\_\_\_ March 20, 2012 \_\_\_\_\_