

# *Magnolia School District*

## CLERK II

### **DEFINITION**

Under the supervision of management personnel and the office manager, performs a variety of technical and complex clerical tasks; responsible for coordinating and organizing a specific set of functional activities within a work unit; performs other related work as necessary or required.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs complex and technical clerical work involving a review and audit of a variety of materials requiring a familiarity with policies, practices, and procedures pertaining to the unit work functions;
- Reviews, audits, and monitors the development of a variety of technical reports and statistical data;
- Locates and abstracts data from a variety of informational sources;
- Devises forms to compile and abstract data, and determines report formatting;
- Answers technical questions concerning the work unit's area of responsibility;
- May prepare correspondence in response to technical questions following a specific response format;
- Establishes and maintains alphabetical, numerical, subject matter, and other classification files and catalogues;
- Organizes and coordinates the preparation of documents and records, that may include forms, bulletins, questionnaires, requisitions, and a variety of other material;
- Prepares invoices and cross reference files concerning a variety of files and records;
- Initiates and receives telephone contacts regarding the functions of the work unit and pertaining to information obtainable only from the work unit;
- Schedules appointments and receives visitors;
- May assist in the orientation of any personnel;
- Uses current technology to input and extract data from an automated information management, storage, and retrieval system;
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Modern office methods, procedures and techniques, including filing systems, receptionist techniques,
- letter/report writing, and correct English usage, grammar, spelling, vocabulary, and punctuation;
- Basic techniques and strategies of function organization and follow through;
- Automated record storage, retrieval, and management systems;
- Interpersonal skills using tact, patience, and courtesy;
- Operational procedures, policies, rules, and regulations specific to the assignment;
- Use of current district technology and software.

**Ability to:**

- Learn the procedures and routines of an assigned office;
- Accurately type at the rate of 40 words per minute;
- Perform clerical duties such as filing, duplicating, word processing, and maintaining simple records;
- Operate office machines including duplicating machines, a word processor, and a calculator;
- Make simple arithmetic calculations quickly and accurately;
- Understand and follow both oral and written directions;
- Meet schedules and time lines
- Establish and maintain effective, respectful and cooperative working relationships with school staff, fellow employees, supervisors and the public;
- Take on new responsibilities and adapt to changing situations.

**Education:**

- High school diploma or equivalent;
- Supplemental courses in current technology would be desirable;
- Post-secondary Education – Preferred
- Pass a rigorous District test related to the field applied.

**Experience**

- Successful clerical experience in an office environment.

**DESIRABLE QUALIFICATIONS**

- Two years of successful clerical experience,
- A successful background in working with the public
- Knowledge of District policies.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods. Other locations may be mostly standing and moving from computer to computer.

- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, and the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- Work under deadlines with interruptions and interact with staff, vendors, and the general public.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 30

Revised: 2/13/02; 6/01/09, 6/28/16; 03/2018

Approved: 04/2017, 03/2018

---

---

*EQUAL OPPORTUNITY EMPLOYER*

---

---