

**Gridley Unified School District
Job Description**

JOB TITLE: Office Clerk
SALARY LEVEL: 3
DEPARTMENT: School
REPORTS TO: Site Administrator

UNIT: Classified
LOCATION: School Site
BOARD APPROVED: 07/19/2023

SUMMARY: The Office Clerk performs general clerical duties utilizing basic computer skills. Due to the busy nature of a school office, the employee must be able to routinely work well under pressure, remain calm and tactful with students, parents, community members, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serves as the immediate contact person for students, staff, parents and visitors to the school.

Assists in registering students new to the school.

Types general office communications.

Checks all communications for completeness and accuracy of grammar and spelling.

Maintains a filing system.

Assists other staff in completing office or school related tasks.

Handles phone communication and waits on the public where contact is limited to answering routine questions.

Receives and distributes mail and supplies.

Receives and deposits funds from a variety of school activities.

Assists in maintaining official records of student attendance, enrollment, demographics, and cumulative student records.

Maintains reports of staff absenteeism.

Prepares daily lunch count for cafeteria staff.

Administers minor first aid to pupils.

Assists with inventory and ordering student and office supplies.

Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.

Maintains sanitary personal habits and a clean, neat appearance.

Performs other related duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Unit members assigned to the Office Clerk A and Media Center Clerk A classification shall be placed in the B level after a combined total of five (5) years of District service in the A level of these two classifications.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); Some office experience preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Typing Certificate 40 W. P. M. California Driver's License may be required by the first day of service. District First Aid and CPR training is required and will be provided.

OTHER SKILLS AND ABILITIES: Must pass a computer skills test. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.