

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Office Clerk	<b>REPORTS TO:</b>	Assigned Administrator
<b>DEPARTMENT:</b>	Varies	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-19/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under direct supervision of an assigned administrator or designee, perform a variety of routine clerical duties involving filing, duplicating and maintaining routine records or reports as assigned to meet the needs of students, families and staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Perform routine clerical duties including but not limited to filing and maintaining routine records or reports as assigned. *E*

Accurately maintain a variety of office records and files as directed. *E*

Distribute various forms and provide information and assistance to students, families, the public and staff regarding their completion in an accurate and timely manner. *E*

Answer telephones; take and relay messages to ensure timely delivery of communication to appropriate staff, families and students; greet students and the public and provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed. *E*

Operate various office equipment including but not limited to typewriters, computers, copiers and fax machines to perform duties. *E*

Assist in maintaining supply and material inventories of assigned area as required to meet the needs of staff and students; order, receive and distribute materials, equipment and supplies as directed to provide students access to professional quality options to achieve their personal best. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some clerical experience working in an office or school setting.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current office methods and equipment.

Basic record-keeping techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Communicate, understand and follow both oral and written directions effectively.
- Operate computer and office equipment.
- Meet schedules and time lines.
- Maintain routine records.
- Type and enter data accurately.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Complete work with many interruptions.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; occasional contact with dissatisfied individuals; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting and standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

*E= Essential Functions*