

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

CATEGORICAL PROGRAMS CLERK

Basic Function

Under the direction of an assigned site administrator, perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function with only occasional instructions or assistance; operates standard office machines and equipment.

Representative Duties

1. Operates a variety of office equipment as required. Candidates for this position must be able to perform word processing functions. Knowledge and use of current operational programs related to job description is required.
2. Creates letters, memoranda, bulletins, reports, schedules, lists, forms, categorical projects reports or other official documents.
3. Performs clerical duties for the assigned supervisor.
4. Maintains a variety of logs, records, files, and inventory related to categorical programs.
5. Provides accurate information and assistance to students, parents, the public and staff in a timely manner.
6. Answers telephones; takes and relays messages; greets students and the public and provides routine information; directs inquiries to the appropriate person or office; makes phone calls to request, provide, or verify information as directed.
7. Performs clerical work such as data entry, making mathematical computations and securing information from clearly indicated sources.
8. Processes categorical program requisitions and conference requests.

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9. Maintains supply and material inventory of assigned area as required. Orders, receives and distributes materials, equipment and supplies to support categorical programs.
10. Assures the timely duplication and distribution of a variety of records, reports and other materials as directed.
11. Assists with the coordination and administration of District and State assessments.
12. Schedules appointments and meetings; maintains various schedules and calendars.

Knowledge and Abilities:

1. Correct oral and written usage of English; grammar, spelling, punctuation and vocabulary.
2. Interpersonal skills using tact, patience and courtesy.
3. Basic record keeping techniques.
4. Communicate and maintain effective relationships with students, staff and the public.
5. Perform routine clerical duties such as filing and duplicating instructional materials.
6. Print and write legibly.
7. Add, subtract, multiply and divide accurately.
8. Understand and follow oral and written directions.
9. Learn procedures, functions and limitations of assigned duties.
10. Communicate effectively both orally and in writing.

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11. Work cooperatively with others.
12. Operate instructional and duplicating equipment.
13. Able to type with accuracy at 40 words per minute.
14. Knowledge and use of current word processing programs.

Education and Experience

Any combination equivalent to: Graduation from high school and six months experience in working in a school/school office environment. One year of data entry experience.

License:

Must possess California Driver's License.

190 Work Days

Job Description: Categorical Programs Clerk

Classified Salary- Schedule H00, Row 5.1

\$15.47-\$23.77/Hourly

Board Approved: June 7, 2018