

## **JOB DESCRIPTION**

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### **PERRIS ELEMENTARY SCHOOL DISTRICT**

#### **PRESCHOOL CLERK**

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##### **DEFINITION:**

Under the direction of the Director of Early Childhood Development, perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of the preschool or District function with only occasional instructions or assistance; must be able to operate standard office machines and computers. Responsible for inputting data entry for preschool student attendance.

##### **EXAMPLE OF DUTIES:**

1. Operates a variety of office equipment, such as typewriter, calculator and copy machines. Candidates for this position must be able to perform word processing functions on Macintosh and IBM computers. Knowledge and use of Office 2000/XP applications.
2. Types letters, memoranda, bulletins, reports, minutes, schedules, lists, forms, categorical projects reports and other official documents from straight copy or rough draft.
3. Types and performs other clerical duties for the assigned supervisor, and other staff members as directed.
4. Maintains a variety of logs, records and files related to assigned office.
5. Provides accurate information and assistance for students, parents, the public and staff in a timely manner.
6. Answers telephones, takes and relays messages, greets the public, staff and students and provides routine information; directs inquires to the appropriate person or office, makes phone calls to request, provide, or verify information as directed.
7. Performs clerical work such as posting records, making mathematical computations and securing information from clearly indicated sources.
8. Processes categorical program requisitions and conference requests.
9. Maintains supply and material inventory of assigned area as required. Orders, receives and distributes materials, equipment and supplies as directed.
10. Assures the timely duplication and distribution of a variety of records, reports and other materials as directed.
11. Schedules appointments and meetings; maintains various schedules and calendars.

##### **KNOWLEDGE AND ABILITIES:**

Correct oral and written usage of English; grammar, spelling, punctuation and vocabulary, Interpersonal skills using tact, patience and courtesy. Basic record-keeping techniques. Communicate and maintain effective relationships with students, staff and the public. Perform routine clerical duties such a filing and duplicating instructional materials. Print and write legibly. Add, subtract, multiply and divide accurately.

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Understand and follow oral and written directions. Learn procedures, functions and limitations of assigned duties. Communicate effectively both orally and in writing. Work cooperatively with others. Operate instructional and duplicating equipment. Able to type with accuracy at 40 words per minute. Knowledge and use of Microsoft Office 2000/XP application programs. Bilingual Preferred (Spanish)

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and six months experience in working in a school/school office environment. Six Early Childhood Development Units from accredited college/university preferred.

**Must possess California Driver's License.**

February 2005