

SAN YSIDRO SCHOOL DISTRICT

TITLE: Administrative Clerk II (District Office)

DEPARTMENT: As Assigned

FLSA: Non-Exempt

REVISED: April 2016

REPORTS TO: Site Supervisor

CLASSIFICATION: Classified (11 month)

SALARY: Classified Schedule Steps 8-12

Board Approved: June 23, 2016

BASIC FUNCTION: The Administrative Clerk II will work under the direction of an assigned administrator or supervisor and assume all clerical and/or semi-secretarial type responsibilities as directed.

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 are intended to accurately reflect the principal job elements.)

- Operate the assigned telephone system.
- Memorize telephone numbers and associate them with appropriate personnel.
- Speak in a pleasing voice with clear enunciation and good diction.
- Transmit messages and information to proper personnel.
- Maintain files where discretion is involved in assigning items to their proper place.
- Code and classify information.
- Maintain a variety of forms and records.
- Posts information.
- Makes computations that may involve several arithmetical processes.
- Compiles periodic reports on a variety of subjects.
- Coordinates work with other departments.
- Gathers, compiles, and summarizes data and information.
- Issues receipts and keeps related records.
- Requisitions, inventories, and issues supplies.
- Serves as receptionist to an office.
- Maintains attendance records for pupils and/or employees.
- Types all communications and retains copies.
- Prepares rough draft and finished typing.
- Assists in the testing program.
- Arranges appointments for school personnel.
- Types all administrative, curriculum, committee, and other such materials.
- Maintains emergency information on pupils and/or employees.
- Maintains list of pupils participating in various District programs and verifies the authorization permitting pupil participation.
- Prepares student records for transfer to the appropriate destination.
- Prepares lists of pupils for graduation and/or retention.
- Prepares and maintains confidential materials and maintains strict confidentiality regarding all such assignments.
- Assists in the dissemination of materials.
- Verifies accuracy of all information provided.
- Serves as receptionist.
- Assumes other adjunct responsibilities related to the particular District assignment.
- Careful of appearance, posture, grooming, dress, and social decorum.
- Maintains a professional working relationship with other employees.

- Accepts constructive criticism from the immediate supervisor and takes positive action in the light of such criticism.
- Demonstrates qualities of initiative, dependability, resourcefulness and industry.
- Cooperates and works well with others.
- Perform other duties as assigned.

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.