



Irvine Unified School District

CLERK III

DEFINITION

Under general supervision, to perform a variety of typing, records maintenance and general clerical work of moderate difficulty in school or district offices.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished by the assignment of clerical duties which require a working knowledge of subject matter and clerical functions. Incumbents work within a framework of established procedures and are expected to perform a wide variety of typing and general clerical duties with only occasional instruction or assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs a variety of clerical work of moderate difficulty, including typing, proofreading, filing, checking and recording information on records.
- Types letters, cards and other material from oral directions and/or rough draft copy or notes.
- Searches records and files to prepare reports and summaries.
- Explains and interprets facts and policies to other employees and the public about the records maintained.
- Answers the telephone and gives authoritative information about records maintained.
- Reviews documents for accuracy, completion and conformance to established procedures.
- Files material alphabetically, numerically and by other predetermined categories.
- May work in a variety of locations, including attendance or personnel departments, school offices or district offices.

QUALIFICATIONS GUIDE:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Current technology, software applications, office methods, procedures and equipment, including receptionist and telephone techniques.
- Familiarity with district policies, rules and regulations pertaining to assigned area.

Ability to:

- Correct English usage, spelling, grammar and punctuation.
- Operate standard office equipment.
- Make arithmetical calculations.
- Perform clerical work without continuous supervision.
- Work efficiently with frequent interruptions.
- Compile and maintain accurate and complete records and reports.
- Understand and carry out oral and written instructions.
- Maintains cooperative working relationships with those contacted in the course of work.
- Type at a net corrected speed of 50 words per minute.

Training and Experience:

Equivalent to the completion of the twelfth grade, including courses in typing and general clerical work, or any combination of training and experience that could likely provide the desired knowledge and abilities.

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 regularly required to talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds.

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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

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