

SANTA CRUZ COUNTY OFFICE OF EDUCATION

CLERICAL ASSISTANT

DEFINITION

Under immediate supervision, perform routine and repetitive clerical duties, including, but not limited to, copying, typing, filing, data entry support, and document production. Clerical work is performed in accordance with established program guidelines or procedures.

SUPERVISION EXERCISED

Exercise no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Copy, gather, assemble, and check paper and electronic documents.

Proof, file, and process routine documents.

Keep routine records.

Respond to telephone inquiries, take messages when appropriate.

Perform basic inventory counts, place orders and maintain supply inventory.

Perform basic routine data entry.

Make arithmetical calculations.

Distribute inter-office mail.

Operate various office machines including typewriter, calculator, computer terminal, printer/copiers, and related equipment.

May receive money and maintain records of receipts.

Facilitate the use of the Teacher's Resource Center equipment for COE staff and teachers (laminator, chart maker, die cutters).

Process print job work orders; prioritize and schedule printing jobs.

Meet deadlines.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Office methods, practices, and procedures.

Skill and Ability to:

Coordinate, operate, and maintain print shop machines such as printer/copiers, drilling machine, punching machine, cutting machine, folding machine, binding machine, and stitcher machine.

Execute clerical procedures and directives in accordance with assigned duties.

Operate printer/copy machines.

Type at a speed of 35 words per minute.

Maintain accurate and neat records and reports.

Use computer for information processing and record keeping.

Interact with and maintain cooperative relationships with all levels of staff and the public.

Communicate effectively in the English language, both orally and in writing.

Willingness to perform routine and repetitive works to completion.

Understand and follow both oral and written instructions, and communicate effectively.

Perform simple mathematical calculations.

Compare names and numbers rapidly and accurately.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

High school graduation or equivalent.

Experience:

One year in clerical and/or document production or related experience is preferred.

License or Certificate:

None required.

SPECIAL REQUIREMENTS

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. Essential duties require the following physical skills and work environment:

While performing the duties of this job, the employee is regularly required to stand and to sit, use hands to finger, handle or feel; reach with hands and arms; stoop, kneel or crouch; talk and hear.

Frequently required to walk; must frequently move, carry, lift, up to 40 pounds, and occasionally may be required to move, carry or lift up to 75 pounds.

The noise level is varied due to operational equipment.

Specific vision abilities required by this job include close vision and distance vision.

Ability to work in a standard office environment.

Approval Date: July 2000

Revised: June 10, 2003