JOB TITLE:	CLERK/BOOKKEEPER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8701
BARGAINING UNIT:	CLAA

NEW: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES
Maintains efficient office operation, accurate files and communicates with parents, local school personnel, and community persons stakeholders.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Performs clerical duties as assigned
Maintains accurate financial records for activities/programs as required
Prepares correspondence, reports, evaluations, proposals, budget forms and materials as required
Requisitions and receives purchases and maintains accurate records of all expenditures
Operates office computers and assists with computer training of other office staff
Receives and screens incoming calls from public, responds to inquiries and concerns, communicates procedural and status information
Works closely with schools and District offices as required by the assignment
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Proficient in word processing and bookkeeping
Two (2) years successful experience in an office environment
Demonstrated ability to communicate courteously with community and school-based staff
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated ability to assist in preparation of budgets
Working knowledge of word processing and computer operations
Experience in a diverse workplace