



NEW: Submitted:
07/01/2019 06/11/2019

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| 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 |

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