



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

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