

	<p style="text-align: center;">Classified Position Description</p> <p style="text-align: center;">Migrant Clerk</p>	<p>Initial Date: Sept. 17, 1997 Board Approval: Revision Date: January 10, 2005 Personnel Commission: Range: 37 Reports to District Administrator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of general, responsible clerical duties in a school or district office concerning the support of students eligible for Migrant Education services. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires knowledge of general office procedures as well as a high degree of positive contact with students, parents, staff and/or the general public.

DISTINGUISHING CHARACTERISTICS:

Positions in this job class are distinguished from the classification of Senior Clerk by performance of more general clerical functions.

RESPRESENTATIVE DUTIES:

Knowledge of:

- Types or word processes a variety of materials.
- Answers telephones and sorts and distributes mail.
- Maintains registration, attendance, and other data; retrieves information, prints reports, checks for accuracy, and distributes copies to appropriate office/staff.
- Sorts, copies, collates, and files documents and materials.
- Posts, maintains and updates computerized budget records and lists.
- Assists in processing forms, applications, documents, records and other paperwork.
- Orders, stores, inventories and issues supplies; maintains appropriate budget.
- Types cards, notices, labels, certificates, correspondence, requisitions, and lists.
- Retrieves, locates, and provides information regarding available materials.
- Processes new books, materials, and textbooks.
- Performs related duties similar to the above in scope and function as required.

EMPLOYEE STANDARDS:

Knowledge of:

- Standard office methods, procedures and practices.
- Correct English usage, grammar, spelling and punctuation.
- Basic arithmetic including addition, subtraction, multiplication, and division.

Ability to:

- Effectively communicate in both oral and written form.

- Accurately type at a rate of 40 words per minute.
- Understand and follow both written and oral instructions.
- Operate standard office equipment including typewriter, word processor, computer, printer, calculator, and copiers as appropriate to assignment.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Perform general clerical work with speed and accuracy.
- Maintain manual and computerized records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain this would be:

- Education equivalent to high school graduation.
- One year office training or experience desirable.

EMPLOYMENT STANDARDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.