

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CLERK (Range 8)

BASIC FUNCTION:

Under direction of an assigned supervisor, perform a wide variety of routine clerical tasks.

REPRESENTATIVE DUTIES:

Receive, sort, arrange, alphabetize, and file a variety of materials; retrieve materials from files as requested. *E*

Assist students, teachers, or the public at a counter and answer the telephone providing routine, procedural or directional information. *E*

Operate mimeograph, ditto, and other duplicating machines; assemble and staple materials. *E*

Maintain routine operational records by transferring data, calculating totals and sub-totals, or compiling summaries. *E*

Receive money payments and write receipts. *E*

Operate a microfilm viewer or cash register as assigned.

Address and stuff envelopes.

Open and distribute mail.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage and vocabulary.

ABILITY TO:

Perform routine clerical work with speed and accuracy.

Make basic arithmetical calculations.

Learn to operate a mimeograph, ditto machine, adding machine, and other office appliances.

Understand and carry out instructions.

Learn office rules and methods.

Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate various office equipment.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read various materials.