



## PITTSBURG UNIFIED SCHOOL DISTRICT

# DISTRICT CLERK I

### CLASSIFICATION SPECIFICATION

#### DEFINITION:

Under general supervision, to perform a variety of specialized clerical work in a department with District-wide responsibilities; to maintain specific records and files pertaining to specialized activities or programs; and to perform all related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished by the assignment of clerical duties which require a working knowledge of subject matter and clerical functions, and good clerical ability. Incumbents work within a framework of established procedures, and are expected to perform a wide variety of typing and general clerical duties with only occasional instruction or assistance.

#### EXAMPLES OF DUTIES:

- Performs a variety of clerical work, including typing, proofreading, filing, checking, and recording information on records
- Types letters, reports, requisitions and purchase orders, forms, warrants, file cards, and other material from rough draft, marginal notes, verbal instructions or transcribing machine recordings
- Types statistical reports and complex schedules
- Answers the telephone and provides information concerning departmental programs
- Explains and interprets facts and policies to other employees and the public about the records maintained
- Schedules appointments, and serves as office assistant to assigned administrators
- Sorts and distributes mail
- Makes arrangements for meetings and conferences
- Sets up and maintains file system
- Prepares basic statistical reports
- Compiles and prepares various departmental records and reports
- Makes arithmetical calculations
- Proofs a variety of forms for correct information
- Obtains price quotations from vendors
- Receives, sorts, and distributes various instructional materials
- Maintains accurate records for purchase orders, invoices, money receipts and checks
- Assists in assembling, computing, preparing and tabulating material for budgets
- May keep basic accounting records
- Operates a variety of office machines, including typewriter, copying, adding, and transcribing machines

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## **EXAMPLES OF DUTIES:** (cont.)

- May supervise the work of student helpers
- Performs all other related duties as assigned

## **MINIMUM REQUIREMENTS:**

### **Knowledge Of:**

- Correct English usage, spelling, grammar, and punctuation
- Modern office methods, procedures and equipment, including receptionist and telephone techniques
- Standard office machines
- Basic arithmetic, filing and record keeping procedures
- Methods used in preparing statistical reports.

### **Ability To:**

- Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed
- Proficiently operate standard office equipment
- Make basic arithmetical calculations with accuracy and speed
- Post information, check records, file and alphabetize rapidly and accurately
- Receive and give information over the telephone or in person in a courteous manner
- Maintain records and prepare accurate reports
- Perform in situations requiring specialized knowledge, using tact and good judgment
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work
- Type at a net corrected speed of 45 words per minute

### **Training & Experience:**

One year of experience in typing and general clerical work; or any combination of training and experience that could likely provide the desired knowledge and abilities.