

# SIERRA SANDS UNIFIED SCHOOL DISTRICT

## Job Description - Classified

### Clerk II

#### **SUPERVISED BY:**

Principal

#### **BRIEF DESCRIPTION OF THE POSITION:**

Under supervision, performs routine clerical work.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Type routine memoranda, letters, reports, records, requisitions, stencils, and other materials from copy or draft.
- Post data to records and compare and check records and forms for accuracy and completeness.
- Make simple arithmetic computations and extensions.
- Answer telephone and route calls or relay messages.
- Receive inquires and give out standard information in person or by telephone.
- Sort, alphabetize, catalog, index, and file materials according to well-defined standards.
- Proofread typed material for grammatical and spelling errors.
- Distribute mail, office supplies, and other materials.

#### **LICENSE OR CERTIFICATE REQUIRED:**

None

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge of:

- Modern office methods and procedures.

##### Ability to:

- Operate standard office machines.
- Follow routine oral and written instructions.
- Type at not less than 45 words per minute.

##### Education:

High school graduate or equivalent.

##### Personal Qualifications:

Ability to work harmoniously with others.

## Clerk II

**LIST MACHINES, EQUIPMENT, OFFICE APPLIANCES, OR MOTOR VEHICLES EMPLOYEE IS REQUIRED TO USE IN THE PERFORMANCE OF THE JOB. INDICATE WHETHER USE IS OCCASIONAL, FREQUENT, OR CONSTANT.**

- Typewriter (F)
- Adding machine (F)
- Copy machines (O)
- Computer (F)