

MONTEREY COUNTY OFFICE OF EDUCATION

CLERK FINANCE AND BUSINESS SERVICES

CLASSIFICATION: Classified
SALARY LEVEL: 28

DEFINITION

Under supervision of the Associate Superintendent of Business Services, or designee, the Clerk will be responsible for general clerical duties.

SUPERVISOR

Associate Superintendent, Business Services (or designee)

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES

- Operates office equipment.
- Demonstrates the operation of office equipment.
- Minor maintenance (e.g. fixing paper jams, replacement of toner cartridge, etc.) of the copiers.
- Retrieves user report from main copiers and forward to business.
- Scans, sorts and files documents and records according to predetermined classifications.
- Orders, stores and issues supplies.
- Assists in maintenance and inventory of materials.
- Maintains alphabetical, index and cross-reference files.
- Mails out letters, flyers, forms and documents.
- Acts as receptionist when necessary.
- Performs clerical duties, including filing.
- Assists in labeling and storing of materials.
- Complies with Monterey County Office of Education Board Policies, Superintendent Polices and Administrative Regulations.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- Minimum of High school diploma or General Education Diploma (GED).
- Minimum 6 month successful experience in a service-oriented position dealing with the public.

KNOWLEDGE OF:

- Operation of general office equipment
- Operation of a computer
- Basic recordkeeping

SKILLS AND ABILITIES:

- Possess an appropriate California operator's license issued by the State Department of Motor Vehicles and be insurable
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing

DESIRABLE QUALIFICATIONS

- Experience as office clerk
- Experience in recordkeeping and inventory procedures
- Experience in data entry
- Familiarity with education in Monterey County