



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

## **CLERK**

### **JOB SUMMARY**

Under the general supervision of site administration or department designee, this entry-level class is required to have a working knowledge of the technical subject matter and functions of the office or department to which assigned. The daily responsibilities in this position include tasks such as answering phones, data entry, file management, and customer service. Positions in this class may be assigned working supervision over students.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

1. Answer questions involving an understanding of policies, procedures, regulations, and technical processes;
2. Maintain complex files and records;
3. Modify or devise forms for reporting data and establish controls for ensuring accuracy of data;
4. Comply with complex procedures in processing forms, or reports which significantly affect school or District functions;
5. Initiate and receive a volume of calls and personal contacts from schools, other District units, other organizations or districts, and the public relating to the technical work of the office;
6. May answer telephones and wait on public counters; may receive, sort, and distribute mail;
7. Type, compile and post data and information to cards and record files which have legal, administrative or confidential importance;
8. Establish and maintain numerical, alphabetical and subject matter files;
9. Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
10. May maintain some financial records such as receipt books;
11. May prepare leaflets, correspondence, booklets and directories for publication and distribution;
12. Assist and/or work with students, parents, employees, and the public;
13. Perform other related work as may be required.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

1. Modern office procedures and practices including complex filing systems, receptionist telephone techniques, web-based and software programs;
2. Office machines and equipment including the use of a computer;
3. Correct English usage, spelling, grammar and punctuation;
4. Applicable state laws, District policies, procedures and other regulations governing the program or area of assigned responsibilities;
5. General public relations.

#### **Ability to:**

1. Perform responsible clerical work, involving use of independent judgment;
2. Independently make reports and keep confidential records;
3. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
4. Make arithmetic calculations with speed and accuracy;

5. Understand, interpret, and explain a variety of policies, laws, rules and regulations to others;
6. Communicate clearly, both orally and in writing;
7. Type at a net corrected speed of 45 words per minute;
8. Follow work and safety procedures;
9. Understand and carry out oral and written directions;
10. Organize tasks, set priorities and meet deadlines;
11. Perform simple and complex tasks;
12. Learn and utilize new and current technologies;
13. Manage multiple tasks;
14. Meet the public tactfully and courteously;
15. Develop and maintain effective working relationships with those contacted in the course of work;
16. Access and use district-adopted web-based systems.

### **EDUCATION / EXPERIENCE**

**Education:** High School Diploma, General Education Degree (GED), or Certificate of Proficiency, and possession of the knowledge and abilities listed above.

**Experience:** Three (3) years of increasingly responsible clerical experience; OR one (1) year of experience with the Hemet Unified School District.

### **REQUIRED LICENSES AND/OR CERTIFICATES**

1. Possession of and maintain a valid California Driver's License during the course of employment;
2. Have an acceptable driving record;
3. Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job functions.

**Physical Demands:** Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use vision, hearing and speaking.

**Working Conditions:** School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

### **EMPLOYMENT STATUS**

Classified Bargaining Unit Position

Range 26

Work Year Calendar - Reference Appendix A

January 2024