

BERKELEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: CLERICAL ASSISTANT III

BASIC FUNCTION:

Perform specialized and complex clerical support duties involving independent judgment and action within an assigned office and requiring in-depth knowledge of an organization-wide function or program; answer phones, provide technical information and greet and assist students, parents, staff and visitors; assist in assuring smooth and efficient office operations.

DISTINGUISHING CHARACTERISTICS:

The Clerical Assistant III classification performs specialized clerical duties for an organization-wide function, requiring independent judgment and knowledge of designated policies, procedures and regulations. The Clerical Assistant II classification provides diversified clerical support to an office, requiring an understanding of a process or functional area. The Clerical Assistant I classification is the entry-level classification in the series and provides an opportunity to learn the terminology, processes and operations of an assigned office. Incumbents provide general and varied clerical and receptionist support to an office and typically work under immediate supervision.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform specialized and complex clerical duties involving independent judgment and action within an assigned office and requiring in-depth knowledge of an organization-wide function or program; assist in assuring smooth and efficient office operations.

Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; process and evaluate various forms and applications as needed.

Greet and assist visitors; initiate and receive telephone calls; screen and route calls; take and relay messages; explain office or program policies and procedures; provide technical information and interpretation concerning policies and procedures of assigned program or office.

Compose correspondence; type, format and process a variety of records and documents related to assigned activities such as letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; proofread completed typing assignments.

Input a variety of data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.

Receive, open, sort, screen and distribute incoming mail; respond to office e-mails; assist in the

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preparation and dissemination of materials and information to the public and staff regarding various events and programs.

Assist with eligibility and enrollment/registration activities for designated program as assigned by the position; provide applications; verify data received; recertify placement with families as needed; maintain waiting lists of eligible students; register students into appropriate database.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Monitor inventory levels of office supplies; receive and distribute supplies and materials; order and assure adequate inventory levels of office supplies.

Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops; prepare agendas and take minutes as directed.

Collect and account for various monies and fees for assigned office as required; prepare bank deposits and submit to the Accounting Department; maintain related accounting logs and records; communicate with other departments regarding invoices and payments.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business letter and report writing, editing and proofreading.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic math.

ABILITY TO:

- Perform specialized and complex clerical support duties involving independent judgment and action within an assigned office.
- Answer telephones and greet the public courteously.

Assist in assuring smooth and efficient office operations.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain records and prepare reports.
Type or input data at an acceptable rate of speed.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Compose correspondence and written materials independently or from oral instructions.
Complete work with many interruptions.
Meet schedules and timelines.
Receive, sort and distribute mail.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.
Some incumbents in this classification may be required to possess a valid California driver's license, use of personal vehicle and proof of insurance.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.