



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Clerical Assistant I	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10, 11 or 12 months - 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 34

BASIC FUNCTION:

Under direct supervision of an assigned supervisor, perform a variety of general clerical duties in support of an assigned office, department or program; answer phones and greet and assist visitors of the office.

DISTINGUISHING CHARACTERISTICS:

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, department or program. Incumbents provide general and varied clerical and receptionist support and typically work under direct supervision.

The Clerical Assistant II is the experienced-level classification in the series. This classification provides a wide variety of clerical support to an office, department or program, requiring an understanding of clerical processes or functions.

The Clerical Assistant III classification is the advanced-level classification in the series. This classification performs more specialized clerical duties for an office, department of program, requiring independent judgment and knowledge of designated policies, procedures and regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of general clerical duties in support of an assigned office, department or program including keyboarding, filing, duplicating and distributing materials
- Prepare letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy, using software applications; compose routine correspondence; proofread completed assignments
- Serve as receptionist, answer telephone calls and direct calls to appropriate personnel; take and relay messages as appropriate
- Receive, greet and direct visitors; respond to inquiries and provide a variety of general information or refer to appropriate personnel

- Input data into computer system; maintain automated records; generate computerized lists and reports as requested
- Prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed
- Receive, sort and distribute mail; respond to e-mail
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment

Telephone techniques and etiquette

Basic record-keeping and filing techniques

Standard English usage, grammar, spelling, punctuation and vocabulary

Operation of a computer and assigned software

Oral and written communication skills

Interpersonal skills using tact, patience and professionalism

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned office or program

Answer telephones and greet the public professionally

Learn office, department or program objectives, policies, procedures and goals

Keyboard 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

Receive, sort and distribute mail

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year general clerical experience

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

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 or kneeling to file or retrieve materials