



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Clerical Assistant II</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As Assigned</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>10, 11 or 12 months - 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 36</b>

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, perform a wide variety of clerical and record-keeping duties in support of an assigned office, department or program; answer phones and greet and assist visitors.

**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 classification 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 a 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 or program, requiring independent judgment and knowledge of designated policies, procedures and regulations.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform a wide variety of clerical duties in support of an assigned office, department or program, including keyboarding, filing, duplicating and distributing materials
- Compile information and prepare and maintain a variety of records and reports related to assigned duties; review and verify accuracy and completeness of various documents; establish and maintain filing systems; verify and process forms and applications as needed
- 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

- Answer telephone calls and direct calls to appropriate personnel; take and relay messages as appropriate
- May serve as receptionist; receive, greet, direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public related to the office department or program activities, policies and procedures
- Input data into computer system; maintain automated records; generate computerized lists and reports as requested; review input and output data for accuracy
- Receive, sort and distribute mail; respond to e-mail; prepare and distribute informational packets and bulk mailings
- 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; order, receive and maintain inventory of office supplies
- Schedule and arrange appointments, conferences and meetings; maintain calendars; make travel arrangements as assigned

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment

Policies and objectives of assigned office, department or program and activities

Record-keeping and report preparation techniques

Telephone techniques and etiquette

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

Basic math

**ABILITY TO:**

Perform a variety of diversified clerical and record-keeping duties in support of an assigned office, department or program

Answer telephones and greet the public professionally

Learn, interpret, apply and explain applicable laws, codes, rules and regulations

Maintain records and prepare reports

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

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 two years 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