



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Clerical Assistant III	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: 38

BASIC FUNCTION:

Under direction of an assigned supervisor, perform advanced/specialized and complex clerical support duties involving independent judgment and action within an assigned office, department or program 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, department or program operations.

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 performs 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 or program, requiring independent judgment and knowledge of designated policies, procedures and regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform advanced/specialized and complex clerical duties involving independent judgment and action within an assigned office, department or program and requiring in-depth knowledge of an organization-wide function or program; assist in assuring smooth and efficient office, department or program 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, department or program policies and procedures; provide technical information and interpretation concerning policies and procedures of assigned office, department or program
- Compose correspondence; prepare, 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, using software applications; proofread completed assignments
- Input a variety of data into 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 e-mails; assist in the 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 assigned
- Collect and account for various monies and fees for assigned office, department or program as assigned; prepare bank deposits, submit to the Accounting Department and maintain related accounting logs and records as assigned by the position; 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

Standard 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 professionalism
Business math

ABILITY TO:

Perform advanced/specialized and complex clerical support duties involving independent judgment and action within an assigned office, department or program
Answer telephones and greet the public professionally
Assist in assuring smooth and efficient office, department or program operations
Interpret, apply and explain applicable laws, codes, rules and regulations
Maintain records and prepare reports
Keyboard and 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
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.

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