

SANTA CRUZ COUNTY OFFICE OF EDUCATION

CLERICAL ASSISTANT

DEFINITION

Under immediate supervision, perform routine and repetitive clerical duties, including, but not limited to, copying, typing, filing and data entry support. Clerical work is performed in accordance with established program guidelines or procedures.

SUPERVISION EXERCISED

Exercise no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs general clerical duties for assigned department or area in accordance with well-defined guidelines and type letters and memoranda from rough draft.

File records in alpha or numeric sequence.

Answer telephone calls; greet visitors; receive and relay messages; respond to requests for information and assistance as appropriate.

Keep and maintain routine records and logs.

Proof and process routine documents and information.

Perform basic inventory counts, place orders and maintain supply inventory.

Perform basic routine data entry and electronic file maintenance.

Make accurate arithmetical calculations.

Receive, open, sort and distribute office mail.

Operate various office equipment including calculator, computer, printer, copier and related equipment.

May receive money and maintain records of receipts.

Meet deadlines.

May request information from agencies outside the COE.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures.

Record keeping and filing techniques.

Telephone and reception techniques and etiquette.

Operation of computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Skill and Ability to:

Execute clerical procedures and directives in accordance with assigned duties.

Operate modern office equipment and machines.

Maintain accurate and neat records and reports.

Use a computer for information processing and record keeping.

Interact with and maintain cooperative relationships with all levels of staff and the public.

Communicate effectively in the English language, both orally and in writing.

Perform and complete routine tasks.

Understand and follow both oral and written instructions and communicate effectively.

Perform simple mathematical calculations and compare names with accuracy and speed.

Maintain regular attendance.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education:

High school graduation or equivalent.

Experience:

One year varied and responsible clerical or related experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment.

Approval Date: July 2000

Revised: June 10, 2003

Revised: June 18, 2013

Revised: June 15, 2021