

**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.

Perform related duties and responsibilities as assigned.

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**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 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:**

None required.

**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:*

Ability to work in a standard office environment.

**Approval Date:** July 2000

**Revised:** June 10, 2003

**Revised:** June 18, 2013