MUSD

MANTECA UNIFIED SCHOOL DISTRICT

P.O. Box 32
Manteca, CA 95336

2271 West Louise Avenue, Manteca
(209) 825-3200

Job Description No. 208.8

CLERICAL ASSISTANT

SUMMARY OF POSITION:

Under the direction of the assigned administrator, performs varied and technical assignments involving a broad and detailed knowledge of District and school policies, goals, and functions. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:

Equivalent to graduation from high school.

DESIRABLE EXPERIENCE:

Previous clerical experience.

SKILLS AND ABILITIES:

1. Possesses knowledge of office methods, practices, procedures, and equipment.
2. Utilizes proper grammar, punctuation, spelling, and English speaking skills.
3. Identifies and defines problems, collects data, establishes facts, and draws valid conclusions.
4. Communicates effectively orally and in writing.
5. Works with students, District personnel, and the general public in a pleasant and cooperative manner.
6. Possesses competence in basic computer skills including basic software applications.
7. Possesses knowledge of District policies, rules, and regulations.
8. Understands and follows oral and written instructions and completes assignments in an independent manner.
9. Maintains professional confidentiality and works collaboratively with peers.
10. Types at a speed of 45 net words per minute.

ESSENTIAL FUNCTIONS:

1. Composes, types, and proofreads a variety of correspondence, forms, and lists including statistical data.
2. Compiles data and reports; maintains files and records on students and employees.

3. Administers medication with documentation and basic first aid in accordance with established District policies.
4. Maintains time, cost, and budgetary information including expenditures and account balances.
5. Receives, sorts, and distributes incoming and outgoing mail.
6. Prepares, processes, and enters data into a computer.
7. Operates a variety of standard office equipment including a computer, typewriter, and copying machines.
8. Makes telephone calls as directed; takes and relays information.
9. Receives visitors, processes paperwork, and answers routine questions regarding established guidelines.
10. Maintains timely, regular, and consistent attendance at work.

PHYSICAL REQUIREMENTS:

1. Stands, walks, bends over, kneels, crouches, reaches overhead, grasps, pushes and pulls, and climbs stairs. Moves, lifts and/or carries up to 50 pounds to waist height.
2. Repetitive use of hands (i.e. fine manipulation, simple grasping, and power grasping).
3. Sits, walks, or stands for extended periods of time.
4. Dexterity of hands and fingers to operate computer keyboard or typewriter, standard office equipment, and use a telephone.
5. See and read a computer screen and printed matter with or without vision aids.
6. Distinguish colors.
7. Demonstrate normal depth perception.
8. Read and understand rules and policies, labels, and instructions.
9. Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.
10. Ability to work at a computer terminal for extended periods of time.

WORK ENVIRONMENT:

1. Work indoors in an office environment.
2. Some exposure to childhood and other diseases in a school environment.
3. Possible exposure to blood and other bodily fluids as well as blood borne pathogens.
4. Exposure to dust, oils, and cleaning chemicals.
5. May be requested to work outside of normal workdays and office hours.
6. May be required to work in emergency situations.

SPECIAL REQUIREMENTS:

1. Maintain valid First Aid and CPR Certification.
2. Maintain a valid California driver's license.
3. Maintain District-insurable driving record.

Adopted: March 6, 2012
Revised: October 8, 2019