



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Adult School Clerk II

Revised 7/11

DEFINITION

Under the supervision of an Adult School Administrator, types letters; keeps permanent records files of student grades, schedules, and transcripts; assist in administering assessment tests; assists with scheduling classes; keeps track of accounts receivable/payable, payroll, and billing; assists in budget preparation; does general typing on a computer and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Acts as a secretary to administrator(s) in the Adult School Office and performs related duties. E
- Assists with duties of the Adult School Clerk I, as assigned and as necessary. E
- Type letters and memos. E
- Maintain student transcripts. E
- Assist with student assessment. E
- Prepares billing for all funding agencies as assigned. E
- Order books/supplies and tracks resale accounts. E
- Assist with student scheduling. E
- Assist with payroll and budget preparation. E
- Answer telephones.
- Maintain student records. E
- Maintain personnel records. E
- Assist in inputting grades and credits. E
- Act as receptionist and accepts and signs for deliveries. E
- Works nights as necessary. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

One year general clerical experience

One year experience with computer applications and/or accounting

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

- General office practices, procedures and equipment.
- Operation of computers and data entry techniques.
- Basic record-keeping techniques.
- Telephone technique and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Reading and writing communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to

1. Perform a variety of routine clerical duties involving filing and maintaining routine records or reports from clearly defined sources.
2. Maintain accurate records and prepare reports.
3. Establish and implement revised office procedures as needed and according to established guidelines.
4. Operate a copier, computer, and multi-line telephone system.
5. Understand and follow oral and written instructions.
6. Establish and maintain cooperative and effective working relationships with others.
7. Meet schedules and timelines.
8. Type 45 words per minute with speed and accuracy.
9. Greet and assist the public tactfully and courteously.
10. Handle confidential records and compose correspondence independently.
11. Adjust to the work duties.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment.

Physical Demands

- Occasional bending.
- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to reach and place materials and copies in certain areas.