



JOB DESCRIPTION

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



Adult School Clerk I

Revised 7/11

DEFINITION

Under the supervision of an Adult School Administrator, performs varied general duties and clerical tasks and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Perform the duties of school receptionist including answering telephones, greeting students and the public, make phone calls. E
- Prepare and check monthly attendance reports. E
- Register new students. E
- Prepare billings for textbooks and other materials to referring agencies. E
- Type memos, letters, transcripts and other correspondence as needed and assigned. E
- Prepare grade cards and post grades, works with the specific programs as needed and assigned. E
- Sell and write/record receipts for textbooks, fees, payments, etc. E
- Act as registrar, and assist in the areas of packaging materials, scheduling appointments, assist in administering and scoring district and program tests and assessments as needed. E
- Assist in the preparation of all county reports, state reports, attendance surveys/reports, and program tests as needed. E
- Responsible for setting up and maintaining student records. E
- Receive all incoming and outgoing mail, parcels, and packages. E
- Maintain up to date files of graduates including grades, units, attendance, outstanding bills, minimum skills tests and other assessments, etc. E
- Work nights as necessary. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

One year general clerical experience, including regular use of computer

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. Operate a copier, computer, and multi-line telephone system.
3. Understand and follow oral and written instructions.
4. Establish and maintain cooperative and effective working relationships with others.
5. Meet schedules and timelines.
6. Type 45 words per minute with speed and accuracy.
7. Greet and assist the public tactfully and courteously.
8. Handle confidential records and compose correspondence independently.
9. 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.