



## **JOB DESCRIPTION**

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



### **Clerical Pool Clerk**

Revised 7/11

#### **DEFINITION**

Under the general supervision of the school principal, runs the campus clerical pool and other related duties as required.

#### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Provides copying and duplication services for teachers and administrators in the district. E
- Performs some duplication services for outside charitable organizations as time permits. E
- Trains and supervises students who are assigned to the clerical pool. E
- Does light typing for teachers. E
- Does all billing and recording related to duplication services. E
- Orders and maintains an inventory of supplies. E
- Performs minor maintenance on equipment or arranges for regular and emergency maintenance. E
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education**

High School Diploma or equivalent

##### **Experience**

One year general office clerical experience desired

##### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of**

- Basic computer skills using applications such as MS Word, MS Excel, etc.
- General office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various backgrounds.
- Record-keeping techniques.
- Oral and written communication skills.
- General office clerical duties.
- Interpersonal skills using tact, patience, and courtesy.

##### **Ability to**

1. Perform routine clerical duties in support of the administrative office.
2. Communicate and maintain effective relationships with students, parents, teachers, other staff, and the public.
3. Basic computation to carry out the duty of copying an amount of copies.
4. Type 40 words per minute with speed and accuracy.
5. Print and write legibly.
6. Understand and follow oral and written directions.
7. Communicate effectively orally and in writing.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor office environment subject to frequent interruptions.

### **Physical Demands**

- Occasional bending.
- Pushing, moving, and lifting objects weighing at least 25 with assistance.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances to monitor and tabulate copies completed, and read materials.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting and standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to reach and place materials and copies in certain areas.

## **SALARY**

Pay Range 3

195 Day/Year