



| TITLE   | CLASSIFICATION | SALARY GRADE/ASSIGNMENT |
|---|----------------|-------------------------|
| CLERICAL ASSISTANT I                              | CLASSIFIED     | GRADE: E<br>MONTHS:     |
| BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY |                | Board Approved: 4/00    |

**JOB DESCRIPTION:**

Under supervision, perform a variety of clerical work involving specific routines and broadly defined policies and procedures; act as a receptionist for an office or department; and perform related work as required.

**SCOPE:**

The Clerical Assistant I performs a variety of clerical tasks requiring some judgment in interpretation and application of standard practices and procedures within assigned area; handles routine matters.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Serves as a receptionist for assigned department; routes incoming calls as appropriate and takes messages.
2. Types letters, exams, schedules, memoranda, forms, and other materials from rough drafts, notes or verbal instruction.
3. Answers routine questions and provides accurate information concerning standards, procedures, and programs within assigned area.
4. Photocopies printed documents.
5. Maintains and updates routine departmental records and filing systems.
6. Sorts and distributes departmental mail; coordinates bulk mailings.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Perform routine clerical work efficiently according to established procedures; type or keyboard 40 words per minute with accuracy from clear copy, handwritten notes, or verbal instruction; communicate effectively in English; answer questions over the counter and by telephone; follow and understand oral and written directions; sort and file materials alphabetically, numerically, and chronologically; learn and interpret rules, regulations, and instructions; maintain cooperative working relationships; interact with the public in a helpful, courteous and friendly manner; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Modern office methods and practices; operation of calculators, adding machines and other standard office equipment; proper reception and telephone etiquette.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Graduation from high school.

*Experience:*

One year of clerical experience.