

Solano County
Office of Education

JOB TITLE: Clerk II (Range 13)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general supervision, to perform a variety of clerical duties within an operational unit and/or special program.

JOB REQUIREMENTS AND QUALIFICATIONS

- Passing score on Solano County Office of Education clerical tests.
- Ability to type accurately at 45 words per minute.
- Knowledge of efficient office methods and procedures.
- Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary.
- Ability to perform arithmetical calculations and to apply them to routine fiscal postings and record keeping.
- Ability to understand and follow instructions, both oral and written.
- Ability to operate a variety of office equipment such as adding machines, calculators, duplicating equipment, dictating equipment, etc.
- Ability to establish and maintain effective work relationships with fellow employees, administrators, teachers, clients, and the general public.
- Beginning level of skills as measured by a high school diploma or G.E.D. equivalent.

May Require:

- Knowledge of specialized program or project and the skills required to operate it.

ESSENTIAL DUTIES

- Types a variety of materials including the more complex forms, and reports.
- Types correspondence and documents from copy, rough draft, or verbal instructions.
- Maintains a variety of complex filing, record keeping and cross-reference systems.

- Acts as information source regarding special programs, procedures, or operational unit's functions.
- Receives, distributes, and dispatches mail, both incoming and outgoing.
- Reviews and verifies columns of figures and names.
- Tabulates and verifies statistical information.
- Prepares summaries and reports.
- Maintains visible and loose-leaf files, manuals, and catalogs for various reference libraries.
- Orders, stores, and issues supplies.

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)	Walking (15%)	Sitting (70%)
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Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)		Lifting (2)		Bending (3)
Pushing and/or		Reaching		Kneeling or
Pulling Loads (1)		Overhead (2)		Squatting (3)
Climbing Stairs (2)		Climbing Ladders (0)		