

ORANGE UNIFIED SCHOOL DISTRICT

STAFF SUPPORT CLERK

DEFINITION

Under general supervision – performs various clerical assignments for individual teachers not normally to exceed thirty (30) minutes in length per day. Specifically excluded from assignments in this classification are: Filling out student evaluation forms, grade sheets and bubble forms, calculating grades, grading papers, or any other function that directly involves students.

REPRESENTATIVE DUTIES

Types lesson plans, correspondence and educational materials; may construct, requisition, or locate visual aides; operates mimeograph, Xerox, ditto and other office equipment; collages materials; and performs other related duties as required.

Typical responsibilities will include preparation of programmed materials and the standardization of formats for correspondence and lesson plans.

TRAINING AND EXPERIENCE – Equivalent to:

Graduation from high school, including or supplemented by courses in typing and office practices; and

Two years of responsible office experience, including record-keeping and the learning of new procedures and equipment.

Equivalencies: Two years of college level training may substitute for one year of the required experience. Additional experience may substitute for the high school training on a year-for year basis, to a maximum of two years.

KNOWLEDGE AND ABILITIES

Knowledge of: English, grammar, spelling, punctuation and composition; basic arithmetic; filing, records and record-checking procedures; principles of staff relationships; standard business office procedures, and the operation of standard office equipment; safe working methods and procedures.

Ability to: develop and maintain harmonious personal relationships with staff communicate effectively and courteously; follow oral and written directions, and learn new procedures rapidly; perceive District of school objectives, and perform all work compatibly; cooperate with other desk and activities.

Skills

Typing: 40 wpm

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PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

- Lifting, pushing and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

Mobility:

- Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
- Some positions may require lower body mobility to stand, stoop, reach and bend.

Vision:

- Positions in this class require vision (which may be corrected) to read small print.

Board approval: May 1984