CLERICAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of higher-level clerical employees, an incumbent in this position performs clerical work of a routine nature in a school district. Work may involve light typing using a typewriter or data entry on a computer. Work involves responsibility for maintaining school records and reports. Only minimal speed is required for the typing/keyboarding functions performed in this position. Interacts with teachers, counselors, parents and students in the routine functions of a school district office. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives telephone calls, makes appointments and acts as receptionist;
Receives, distributes and files correspondence;
Checks, matches and assembles related data for further processing;
Operates duplicating, adding and/ or other office machines;
Answers routine questions from teachers, counselors, parents and students;
Places telephone calls to request and give routine information;
May maintain records of and issues supplies to school district personnel;
Performs incidental typing and/or data entry on a computer keyboard;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the fundamentals of modern office practices, procedures and equipment; ability to plan and organize clerical work; ability to type and perform data entry; ability to understand and follow oral and written instructions; ability to maintain records and to compile report information; skill in performing clerical operations; resourcefulness; initiative; accuracy; ability to get along well with others.

MINIMUM QUALIFICATIONS: Either

a) Graduation from high school or possession of a comparable diploma; or

b) Two (2) years of clerical experience; or

c) An equivalent combination of training and experience as indicated in a) and b) above.