

**GRIZZLY CHALLENGE CHARTER SCHOOL**  
**CLASSIFIED JOB DESCRIPTION**

**CLASS TITLE: CLERICAL ASSISTANT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of clerical and administrative duties to relieve the administrator of administrative and clerical detail; coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of clerical and administrative duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize program activities and coordinate flow of communications and information to assure smooth and efficient program operations; monitor related functions to comply with established laws, rules, regulations, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff projects and assigned duties; establish and maintain filing systems; review, revise, verify, proofread and edit a variety of documents.

Serve as clerical assistant to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to Grizzly Challenge Charter School operations and related laws, rules, regulations, policies and procedures.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data, and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Compose, independently or from verbal instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials; format materials to meet program and office needs; develop and maintain program web pages as assigned for program.

Collect various monies and fees for assigned office or programs as required; prepare deposits as directed.

Perform a variety of clerical accounting duties in support of assigned program or office; monitor income and expenditures; assist in assuring expenditures do not exceed established budget limitations as assigned; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as necessary.

Communicate with personnel, governmental agencies, and various outside organizations to exchange information, request and provide materials, coordinate activities and resolve issues or concerns regarding the program.

Monitor inventory levels of office supplies; order, receive and maintain appropriate levels of inventory as required.

Receive, open, sort and distribute mail; compose replies from verbal or written direction; prepare and distribute informational packets and bulk mailings.

Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.

## **Grizzly ChalleNGe Charter School Clerical Assistant Page 2**

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; assist with the preparation, processing and maintenance of grant information, records and related materials as assigned; distribute, collect, and process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; assist with the preparation, processing and maintenance of grant information, records and related materials as assigned.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; process reimbursement claims; reserve facilities and equipment for meetings and other events as needed; monitor automated substitute-calling system and arrange substitute assignments as necessary.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

General terminology, practices and procedures of assigned office.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Mathematic calculations.

Business letter and report writing, editing and proofreading.

Methods, procedures and terminology used in clerical accounting work.

Data control procedures and data entry operations.

Record retrieval and storage systems.

Basic public relations techniques.

Methods of collecting and organizing data and information.

Department or program organization, operations, policies and objectives.

Applicable laws, codes, regulations and policies.

#### **ABILITY TO:**

Perform a variety of clerical and administrative duties to relieve the administrator of administrative and clerical detail.

Answer telephones and greet the public courteously.

Learn policies and objectives of assigned programs and activities.

Maintain a variety of records, logs and files.

Type or input data at 45 words per minute from clear copy.

Operate a variety of office equipment including a computer and assigned software.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both verbally and in writing.

Complete work with many interruptions.

Meet schedules and timelines.

Receive, sort and distribute mail.

Perform mathematic calculations with speed and accuracy.

Demonstrate interpersonal skills using tact, patience and courtesy.

Plan, coordinate, and organize program activities and coordinate flow of communications and information for the administrator.

Assure smooth and efficient program operations.

Compose correspondence and written materials independently or from oral instructions.

### **Grizzly Challenge Charter School Clerical Assistant Page 3**

Perform a variety of clerical accounting duties in support of assigned department or program.

Compile and verify data and prepare reports.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Work independently with little direction.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Understand and resolve issues, complaints or problems.

Work confidentially with discretion.

Maintain regular and reliable attendance.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience involving frequent public contact.

#### **LICENSES AND OTHER REQUIREMENT:**

Valid California Driver's License.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Office or school environment.

Constant interruptions.

##### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Physical agility to lift 15 pounds to shoulder height.

Lifting, carrying, pushing or pulling light objects.

#### **HAZARDS:**

Contact with dissatisfied or abusive individuals.

Approved by Dr. Crocker: 8/7/08
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Revised:
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