

## CLERK / COMMUNITY ASSISTANT

### **BASIC FUNCTION:**

Under supervision, to perform work as a community liaison between the District and the Community; to perform clerical work of average difficulty; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

The Clerk / Community Assistant classification is assigned to the appropriate district administrator.

### **ESSENTIAL JOB FUNCTIONS:**

1. Acts as a community liaison between the District and parents, children, and community groups involved in various educational programs.
2. Performs a variety of clerical work including keyboarding, checking proofreading, filing, recording information on records, compiling information for and making reports and summaries.
3. Answers telephones and waits on the public.
4. Maintains files and records, collecting required information.
5. Types final copy from oral or written directions.
6. Receives, sorts, and distributes mail.
7. Makes appointments.
8. Maintains permanent records of students.
9. Performs a variety of clerical work for certificated staff as well as some of the duties of an instructional aide for students involved in the educational program to which assigned.
10. May plan and conduct parent meetings and conferences.
11. May assist in making home visitations.
12. May provide translator and interpretive in-services pertaining to both oral and written communication.

### **JOB REQUIREMENTS AND QUALIFICATIONS:**

1. High School Diploma or equivalent education.
2. Possession of a valid California Motor Vehicle Operator's License.
3. One year experience performing varied clerical work.
4. Knowledge of current office practices and equipment.
5. Knowledge of correct English usage, spelling, grammar, and mathematics.
6. Ability to speak, read, and write Spanish or other languages.
7. Ability to carry out and understand oral and written directions.
8. Ability to establish and maintain effective working relationships with others.

### **PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED:**

TB Test Clearance; Criminal Justice Fingerprint clearance; Bloodborne Pathogen Training; possession of a valid, appropriate California Driver's License; pass CNUSD Typing Test (45 words/minute); English and Spanish Proficiency Test.