



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

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|---|----------------------|-------------------|--|
| TITLE: | Clerical Assistant I | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT/SCHOOL: | As Assigned | CLASSIFICATION: | Non-Administrative Classified Technical |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | Non-Exempt | WORK YEAR: HOURS: | |

Input data into computer system; maintain automated records; generate computerized lists and reports as requested

Prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed

Receive, sort and distribute mail; respond to e-mail

Operate a variety of office equipment including a copier, fax machine, computer and assigned software

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment

Telephone techniques and etiquette

Basic record-keeping and filing techniques

Standard English usage, grammar, spelling, punctuation and vocabulary

Operation of a computer and assigned software

Oral and written communication skills

Interpersonal skills using tact, patience and professionalism

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned office or program

Answer telephones and greet the public professionally

Learn office, department or program objectives, policies, procedures and goals

Keyboard or input data at an acceptable rate of speed

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 orally and in writing

Receive, sort and distribute mail

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year general clerical experience

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

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

Sitting or standing for extended periods of time

Seeing to read a variety of materials

Bending at the waist or kneeling to file or retrieve materials