



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

Communicate effectively both orally and in writing

Meet schedules and timelines

Receive, sort and distribute mail

Add, subtract, multiply and divide quickly and accurately

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years 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