



Our Children, Our Schools, Our Future!

Jurupa Unified School District

CAREER CENTER CLERK

DEFINITION

Under direction to perform clerical and instructional support tasks at a high school career center, and to do related work as assigned. Persons in this classification, under direction of the Assistant Principal, provide career-related services and information to students, staff, and parents, for the purpose of learning about careers, colleges, and financial aid. Incumbents perform tasks which maintain and enhance the resources of the career center.

ESSENTIAL JOB FUNCTIONS

- Obtains, organizes, updates, and maintains information on careers, colleges and other training/preparation opportunities, and financial aid.
- Assists administration and staff in providing career and college information and resources to students and parents.
- Informs students and parents of college and career options.
- Communicates and interacts with community agencies, colleges, and private businesses.
- Organizes and distributes scholarship and financial aid applications, and helps students apply.
- Coordinates the "Senior Awards Night" program.
- Prepares required written information and reports.
- Maintains inventory of books, catalogs, and other resources for the purpose of assisting students, staff, and parents.

OTHER JOB FUNCTIONS

- Maintains bulletin boards
- Develops a yearly calendar for Career Center activities.
- Coordinates scheduling and performs other clerical tasks in support of the SB813 after-school tutoring program.
- Performs other related tasks as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern office practices and procedures;
English grammar, vocabulary, and arithmetic;
Basic computer operation.

Ability to:

Work independently;
Communicate effectively with students, staff and parents;
Type, file, use telephones, and greet clients;
Speak to groups of students, parents, and/or staff;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with staff, students, parents, and community;
Read and comprehend handwritten or typed documents, and the display screen of office machines;
Sit for sustained periods of time;

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Ability to (continued):

Concentrate on current task in spite of distractions in an active, busy environment;
Efficiently and effectively operate office machines, including a computer with keyboard and monitor, for sustained periods of time;
Demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy;
Maintain regular, steady attendance.

Experience:

One year experience in clerical or general office work, involving typing, filing, and records work. Prefer some experience working in a high school career center or in a high school clerical or instructional support position.

Education:

Completion of twelfth grade.

Personal Qualities:

Mature attitude, judgment, patience, and an attitude of support and helpfulness toward students

Personnel Services
June 30, 2000

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