



Our Children, Our Schools, Our Future!

Jurupa Unified School District

BOARD RECORDS CLERK

DEFINITION

Under immediate supervision, performs routine clerical and general office work in support of the Board of Education and Administration, and performs related work as required.

ESSENTIAL JOB FUNCTIONS

- Maintains various records, schedules, files, and other documents.
- Retrieves information from records, schedules, files, documents and other sources.
- Composes, copies, assembles and distributes correspondence, agendas, minutes, bulletins and reports.
- Performs fiscal functions at a clerical level.
- Performs reception duties such as answering the phone, greeting visitors, answering questions, giving directions, and communicating information as needed.
- Receives and distributes mail and other documents.
- Schedules use of school equipment and facilities.
- Operates standard office equipment, and performs other duties as required.

LICENSE REQUIREMENT

Possession of a valid, appropriate California Driver's License.

DESIRABLE QUALIFICATIONS

Knowledge of:

- English grammar, spelling, filing, and arithmetic.
- Modern office methods, procedures, terms and equipment.
- Basic computer usage.

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Ability to:

- Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines.
- Read, understand and explain technical school policies and material.
- Follow oral and written directions.
- Establish and maintain effective relationships with students, other district employees and the public.
- Communicate effectively.
- Sit for sustained periods of time.
- 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.

Education:

- Equivalent to graduation from high school.

Personal Qualities:

- Mature attitude, pleasant and friendly demeanor, and the ability to work under pressure with frequent interruptions.

Personnel Services

June 1999

Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.