

State Preschool Clerk

Definition

Under supervision of the State Preschool Director, to perform a variety of moderately difficult clerical work, including typing and/or computer and perform related work as assigned.

Essential Duties

1. Type a variety of material such as reports, schedules, bulletins and letters;
2. Type from rough drafts, notes or oral instructions;
3. Operate other office/school machines efficiently;
4. Help other program personnel with an overload or extra jobs; and
5. Perform other duties as may be assigned.

Qualifications

Knowledge of:

1. Business English, punctuation and spelling;
2. Modern office procedures, including filing;
3. Standard office equipment operation, including computer and word processor;

Ability to:

1. Translation of documents into English and Spanish.
2. Type sixty (60) words per minute;
3. Use common office machines and possess some skill in their operation;
4. Understand and carry out oral and written directions;
5. Exercise some independent judgment and discretion in the application of established procedures and policies in order to carry out an assignment or handle problems which may arise;
6. Design new business forms from oral explanations or rough draft;
7. Communicate with the public in English and Spanish, tactfully and courteously (translate/interpret when necessary).
8. Maintain harmonious and cooperative relationships with fellow workers;
9. Be neat in appearance, poised and even tempered.

Experience

Preferably one year of clerical.

Education

High school diploma or equivalent.

License

Valid California Driver's License.
First Aid and CPR certificates.

Other

Pass a Physical Examination
TB Certificate
Fingerprint Clearance

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to stand, walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl and reach with hands and arms. The employee is frequently required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing or using a calculator. The employee is continuously required to interact with public, students and staff while meeting multiple demands from several people. The employee must occasionally lift and/or push up to twenty-five pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, distance vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved 8/2005

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding similar positions and additional duties may be assigned.