

JOB DESCRIPTION
Grossmont Union High School District

ADMINISTRATIVE CLERK

Purpose Statement:

The job of Administrative Clerk is done for the purpose/s of overseeing the operations of the Adult Education office; providing information to staff and students; and providing support to the adult education administrator. Incumbents in this classification provide students, staff and the public with information through the performance a wide variety of clerical services which directly supports learning.

This job reports to Assigned Administrator

Essential Functions

- Compiles information (e.g. budget data, payroll data, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Conducts physical inventories as assigned for the purpose of verifying capital equipment; maintaining records on location, transfer or disposition; and/or identifying losses.
- Coordinates a variety of activities (e.g. master schedules, inventories, testing, etc.) for the purpose of delivering services in conformance to established guidelines.
- Maintains a variety of materials and files (e.g. reports, schedules, logs, NOE's, etc.) for the purpose of ensuring items are available for department personnel.
- Maintains inventory of office supplies, materials, GED information, textbooks, etc. for the purpose of ensuring the availability as required.
- Performs record keeping general and program specific clerical functions (e.g. copying, faxing, filing, reports, inventory, ordering supplies, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Prepares written materials (e.g. budget data, abatements, enrollment documents, statistical reports, adult school payroll data, schedules, reports, logs, memos, letters, correspondence, labels, guidance related records, graduation lists, diplomas, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. adult school payroll data, deposits and accounts receivable/payable, budget encumbrances and expenditures, mail, Clerk GED tests, applications, enrollments, transcripts, etc.) for the purpose of disseminating information to appropriate parties.
- Provides enrollment assistance for the purpose of assisting students in the proper selection of classes and/or making routine program changes for individual students.
- Provides information to adult students regarding programs (e.g. rehabilitation, GAIN, social services, social security, etc.) for the purpose of assisting them in decision making processes.
- Researches a wide variety of topics (e.g. current practices, policies, references, payroll data, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, students, vendors, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

Other Functions

- Assists other personnel for the purpose of ensuring an efficient and effective work environment.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; standard statistical procedures; concepts of grammar and punctuation; assessment instruments; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; establishing and maintaining effective working relationships; working with constant and sustained interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Current Typing Certificate at an acceptable rate of speed.

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 43