Salary Grade 35

Summary Information:

Classification Title: Clerical Assistant Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activit	y Name	
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021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
044	Substitute Scheduling	Arranges for the services of a substitute teacher in the absence of a teacher.
044 A	Non Teacher Scheduling	Arranges for the services of a substitute in the absence of a regular staff member.
028	Scheduling/Appointments	Schedule appointments and meetings for students and staff. Initiate school/calendar dates.
031	Liaison	Liaison between staff, parents, students and principal.
032	Time Records	Maintain time records.
019	Clerical Scheduling	Coordinate schedules and coverage of clerical staff (e.g., vacation, Christmas/spring break schedules).
030	Facsimile Operation	Send and receive facsimiles.
020	Reception Services	Receive and assist all persons who come into the office.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Spe	ecification Factors:
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Education/Experience: High School Diploma or equivalent with three years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically <u>part-time</u> with respect to instructing, assigning,

and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003

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Skill Identification

Managerial/Supervisory Skills	Important	Not Important
 Developing Multi-year Strategic and/or Operational Plans Developing Annual Budgets Policy Development Controlling Expenses Coordinating Resources Decision making Delegation Individual/group leadership Interpersonal (working with groups) Knowledge of Business/organizational systems Negotiating and/or persuading others to take action Promoting safety Supervising, coaching and developing employees 		

	Office Skills	Important	Not Important
•	Checking grammar/punctuation		
•	Filing		
•	Perceiving detail in checking information/forms		
•	Reading comprehension (high school level)		
•	Operating word processing software		
•	Operating a computer terminal for data entry		
•	Operating automated spreadsheet software		
•	Scheduling appointments and/or travel		
•	Taking and distributing messages		
•	Taking dictation and meeting minutes		
•	General mathematical - adding, subtracting, multiplying, etc.		

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Professional and Technical Skills	Important	Important
Accounting/finance		
Advanced math - algebra, statistics, geometry		
Architecture		
Bookkeeping		
Computer operations		
Computer programming		
Contract interpretation		
Craft skills (electrical, etc.)		
Drawing-figures/drafting		
Engineering		
Graphic arts		
Landscaping		
Good Judgment		
Work standards		
Integrity		

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Skill Identification (cont.)

Communication Skills	Important	Not Important
 Oral communicationexchanging or expressing ideas by means of the spoken word Presentationstransmitting information in a formal setting Foreign communicationusing a language other than English to communicate in writing or orally Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc. Editing written documents for content Reading comprehension - understanding technical or scientific blueprints and charts Public speaking 		

	Physical Demands	Important	Not Important
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•	Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching		
•	Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder		
•	Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms		
•	Color - Match or discriminate colors		
•	Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)		
•	Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips		
•	Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)		
•	Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound		
•	Lifting - raising or lowering an object from one level to another (includes upward pulling)		
•	Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)		
•	Pushing - exerting force upon an object so that the object moves from the		
	force (including slapping, striking, kicking, and treadle actions)		
•	Reaching - extending the hands and arms in any direction		
•	Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people		
•	Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight		