

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005

Salary Schedule: 34; Row: 18

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: SENIOR CLERK/STUDENT DISCIPLINE TECHNICIAN

JOB PURPOSE STATEMENT: To provide average to difficult clerical support; communicate various information regarding activities and/or in response to requests; and provide timely and accurate distribution of materials.

JOB FUNCTIONS:

- Performs a wide variety of average to difficult clerical work (e.g., word processing, data entry, typing, proofreading, filing, checking, recording, answering telephones, etc.)
- Communicates and responds to inquiries of students, staff, parents, public, and other agencies to provide information
- Maintains various records (e.g., schedules, files, rosters, etc.) to document and/or provide reliable information; inventory of office supplies to ensure availability of required items
- Processes documents and materials (e.g., schedules, agendas, mail, etc.) to disseminate information to appropriate parties
- Supervises students working in office
- May support the administration to provide assistance with administrative functions
- Monitors assigned activities and/or program components to ensure compliance with financial, legal and /or administrative requirements
- Attends meetings as assigned to convey and/or gather information required to perform the job functions
- Functions well in a busy office environment
- Operates standard office equipment including use of computer applications

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JOB FUNCTIONS – continued

- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs arithmetic calculations
- Demonstrates organizational skills
- Works independently with speed and accuracy
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- One year of office experience

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JOB QUALIFICATIONS – continued

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.