

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: July 20, 2005

Salary Schedule: 34; Row: 16

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: CAREER CENTER CLERK**

**JOB PURPOSE STATEMENT:** Under the supervision of the principal or designee, compiles, organizes and disseminates career information as a resource for certificated staff, students, and parents at the high school level; works independently and exercises a wide latitude of judgment in performing general paraprofessional duties and related tasks as required.

### **JOB FUNCTIONS:**

- Compiles, evaluates, organizes, maintains, and disseminates educational and vocational career planning information
- Schedules schools, colleges, military, and other personnel for presentations to students regarding career opportunities
- Administers and assists with interpretation of group interest tests and schedules ASVAB tests
- Serves as liaison and student services aide for the Regional Occupation Program students and staff
- Conducts and assists with classes on career education
- Counsels students and parents on career future and makes appropriate referrals to school counselors and others
- Assists with planning for Career Night and Career Fair
- Assists library staff in duties related to distribution and collection of student books at the beginning and end of the school term
- Operates standard office equipment including use of basic computer applications
- Establishes and maintains effective communication with students, staff, parents and the public
- Works independently and exercises good judgment
- Follows oral and written directions

**JOB TITLE: CAREER CENTER CLERK**

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JOB FUNCTIONS – continued

- 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 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:

- Two years of increasingly difficult office experience

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

JOB TITLE: **CAREER CENTER CLERK**

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