

**LOCAL DISTRICT CLASSIFICATION PLAN**

**CLASS TITLE: CLERICAL ASSISTANT I**

**BASIC FUNCTION:**

Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services, and financial services; apply procedures and policies within clearly specified procedures.

**DISTINGUISHING CHARACTERISTICS:**

Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience. Incumbents in the Clerical Assistant II class perform a variety of responsible clerical support duties including typing, filing, recording, and processing information, answering telephones, and providing information to parents, students, faculty, and others. Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties.

**REPRESENTATIVE DUTIES:**

Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services, and financial services.

Type written materials such as letters, memoranda, bulletins, or reports from straight copy or rough draft on a typewriter or computer terminal.

Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer questions and provide information and directions or explain policies and procedures; schedule meetings and appointments.

Maintain and update records, inventories, index, and cross reference files; maintain inventories of assigned materials, documents, and equipment.

Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct research duties as assigned.

Receive, sort, and distribute incoming and outgoing mail.

Duplicate items; package and distribute completed correspondence and other materials.

Assure timely distribution and receipt of records, reports and bulletins as directed.

Receive shipments of materials; inspect and verify for accuracy of quality, quantity, and type of materials; notify vendors or supervisor of discrepancies or damage.

Perform routine typing of reports from detailed copy; post records; proof completed typing assignments.

Make telephone call as directed; take and relay messages.

Operate a variety of office equipment such as typewriter, calculator, copier, and other machines pertinent to the assignment.

Provide work direction to student aides as assigned.

Collect monies and maintain related financial records as required by the assignment.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures, and equipment.

Alphabetical, numerical, and subject matter filing systems.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Telephone techniques and etiquette.

Basic math.

Basic operation of standard office machines, including computer terminals.

Basic record keeping techniques.

**ABILITY TO:**

Perform clerical duties such as filing, duplications, typing, and maintaining routine records.

Operate a copier, typewriter, and adding machine.

Learn to operate a computer terminal and peripheral equipment.

Learn policies and procedures of assigned program.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Meet schedules and time lines.

Type at 35 words net per minute from clear copy.

Work cooperatively with others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.