

**LOCAL DISTRICT CLASSIFICATION PLAN**

**CLASS TITLE: CLERICAL ASSISTANT III**

**BASIC FUNCTION:**

Perform a variety of responsible and technical clerical work in support of an assigned school or District program or function, including instructional programs, personnel, insurance, taxes, benefits, financial services, or other specialized area; apply and explain procedures and policies of assigned program or department; provide work direction and guidance to student assistants and other clerical personnel as assigned.

**DISTINGUISHING CHARACTERISTICS:**

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. 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 I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience.

**REPRESENTATIVE DUTIES:**

Perform technical clerical duties related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State, or federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information.

Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of assigned program or office according to established guidelines.

Compose correspondence independently or from oral instructions; prepare letters, memos, and forms, requesting, providing, or verifying information; receive, screen and route mail.

Prepare, format, type, proofread, and duplicate a variety of items including proposals, contracts, reports, agendas, minutes, and student records.

Coordinate schedules and communicate with others regarding meetings appointments, activities, or announcements; schedule appointments, meetings, conferences, and arrange interviews for supervisor and others.

Operate computers and peripheral equipment to enter, revise, and update information; generate records, reports, lists, and summaries as needed; utilize various software as required by the position.

Collect and account for fees and other monies received as assigned; monitor and maintain office or program budget according to established guidelines; type requisitions and process invoices according to established procedures.

Prepare and maintain detailed and complex logs, files, and records; maintain inventory; order supplies and materials as assigned; maintain confidentiality of materials and information.

Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.

Train and provide work direction and guidance to student assistants and other clerical personnel as assigned.

Operate a variety of office machines such as typewriter, computer terminal, calculator, copiers, and other equipment as required.

Receive and verify applications for services; recommend status of eligibility for prospective program participants as assigned; maintain records such as enrollment, attendance and absence verification.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

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Laws, regulations, policies, and procedures of assigned program or department.  
Modern office practices, procedures, and equipment.  
Basic financial and statistical accounting and record keeping.  
Record keeping techniques, filing systems and information management.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Operation of office machines, including a microcomputer and computer terminal.  
Telephone techniques and etiquette.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.

**ABILITY TO:**

Perform a variety of responsible and technical clerical work in support of an assigned District or school function or program.  
Provide work direction and guidance to student assistants and other clerical personnel as assigned.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Add, subtract, multiply, and divide quickly and accurately.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform duties effectively with many demands on time and constant interruptions.  
Plan and organize work.  
Maintain records and prepare reports.  
Type at 45 words net per minute from clear copy.  
Understand and follow oral and written directions.  
Operate a variety of office equipment such as typewriter, computer terminal, copiers, and others as required by the position.

**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 and two years of increasingly responsible clerical experience involving the use of automated office equipment and software.