

CLERICAL TECHNICIAN

JOB SUMMARY

Under the direction of an assigned supervisor, perform basic research, special studies, and analyses. Perform a variety of highly specialized clerical, secretarial, and technical assistance involving broadly defined, or undefined, policies and procedures in support of a district function.

TYPICAL DUTIES

Perform a variety of specialized and technical clerical and secretarial duties in support of an assigned function or activity. Relieve assigned supervisor of routine administrative detail. Perform basic research, special studies, and analyses. Collect information and data. Compile, organize, arrange, and analyze collected data and information. Assist staff members with problem and procedures. Prepare and process correspondence, memos, and reports, bulletins, forms, memoranda, legal documents, and other materials. Establish and maintain complex records, files, and financial documentation. Compile and tabulate statistical and financial data. Perform research, compile, and organize information and materials. Operate a variety of office machines and equipment including calculators, typewriters, copiers, and computer terminals/microcomputers and related software. Provide specialized information to visitors, callers, and district staff regarding District, State, and County policies, procedures, rules, and regulations related to assigned program(s) or the work of the department. Respond to inquiries regarding department or program functions interpreting procedures and/or policies as required. Order and maintain office supplies as required. May be required to attend meetings and take and transcribe minutes of meetings. May utilize two-way radio transmission equipment and other specialized equipment specific to program operation. Receive visitors and refer calls and visitors to proper person/department. Schedule meetings and appointments. May process travel or conference plans and make reservations. Open, sort, and distribute mail. Perform related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, supplemented by clerical/secretarial training and three years of increasingly responsible clerical/secretarial experience which included specialized technical assistance in support of a specific function.

Knowledge of:

Statistical and financial record keeping practices. Modern office procedures, practices, and equipment. Proper telephone etiquette and letter and report writing. Basic research procedures. Applying policies, procedures, and organization to a departments operation. Operation of a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal, and/or microcomputer and related software. Correct English usage, grammar, spelling punctuation, and vocabulary. Oral and written communication skills. Basic arithmetic.

Ability to:

Perform a wide variety of specialized clerical/secretarial, and technical work in the operation of an assigned program. Conduct research and prepare reports. Organize, coordinate, and participate in administrative support and clerical/secretarial activities to relieve the administrator of routine detail and assure efficient office operations. Assemble data and prepare correspondence and reports. Understand, follow, and apply oral and written instructions. Communicate effectively, both orally and in writing.

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Assist in planning and organizing work. Take and transcribe information at an acceptable rate. May assist in training and providing work direction to others. Maintain cooperative working relationships with those contacted during the course of work. Work independently with little direction. Type at a corrected speed of 50 wpm. Meet schedules and time lines. Operate a variety of office machines and equipment.

PHYSICAL ABILITY

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability