

# SILVER VALLEY UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**JOB TITLE:** COMMUNITY LIAISON/CLERK TYPIST

**REPORTS TO:** SITE ADMINISTRATOR

**RANGE:** 22

### DESCRIPTIONS

Under supervision the position of "Community Liaison/Clerk Typist" provides requested clerical support; communicating various activities and/or providing information; and providing timely and accurate distribution of materials.

### Essential Job Functions:

- Act as receptionist; greets the public, parents and students, handles telephone calls and provides routine, factual information.
- Maintains operational records by transferring data, calculating totals and subtotals, or compiling summaries.
- Receives money payments occasionally, issuing receipts and turning in money.
- Inserts and extracts materials from established numerical or alphabetical files.
- Type lists, memos, letters and other information from clear copy or rough drafts.
- May update some specialized files, such as medical histories.
- Receives, opens and routes incoming mail.
- Operates a variety of office equipment, including a computer terminal.
- May do some simple posting of fiscal records.
- May assist in maintaining order and control among students waiting in line or in groups.
- Performs a wide variety of clerical duties and keeps appropriate attendance records as needed
- Gives information to teachers, students, and the public on school policies and procedures.
- Provide clerical assistance to school staff who divide their time between several school sites.
- Assembles and mails notices to parents.
- Prepares and submits work order for school maintenance and/or repairs.
- Operates District Data Systems computer, entering and extracting data.
- Sets up appointments for special placement of students.
- Orders school supplies, type requisitions, and stocks incoming supplies.
- Performs routine first aid duties in a school office and notifies parents or guardians in cases of illness.
- Monitors and records students entering and leaving school.
- Makes personal contact with parents regarding:
  - Attendance issues
  - Availability of School Based Community Resources
  - Independent Study Contracts
- Assists other office personnel for the purpose of providing support and backup for their job assignments, including Independent Study Contracts

### Knowledge and Abilities:

- General office procedures
- Correct use of English language, spelling, grammar and punctuation.
- Perform basic and complex mathematic calculations.
- Understand and carry out oral and written direction.
- Work cooperatively with those contacted in the course of work.
- Type at a rate of 40 words per minute from clear, legible copy.
- Ability to communicate effectively and work cooperatively with individuals of various cultural and socioeconomic backgrounds.
- Read, interpret and explain policies, procedures, regulations.
- Maintain accurate records.

### Education:

- Must have High School diploma or equivalent.

### Licenses, Certificates, Employment Requirement:

- Valid CPR/First Aide Certification
- Current TB test
- District fingerprint clearance
- Physical Drug Screening.

### Physical Ability/Working Conditions:

- Physical abilities include standing and sitting for extended periods, reaching, bending, stooping, squatting, fine manual dexterity, pulling, taking, hearing, and near and far visual acuity/depth perception; color vision/field of vision, move lift and carry equipment and other items up to 25 pounds.