CLASS TITLE: ADMINISTRATIVE CLERK

BASIC FUNCTION:
Under supervision, perform a variety of general clerical work in support of an assigned program or function within the Ventura County Office of Education (VCOE); learn and apply procedures and policies of assigned program or department; review and verify the accuracy and completeness of various documents.

REPRESENTATIVE DUTIES:
Perform general clerical duties related to assigned function such as preparing simple reports as required by 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 general information concerning policies and procedures of assigned program or office; 

Perform a variety of assignments and special projects as assigned; search files and contact individuals, departments, and agencies; and perform calculations as required; 

Assist other office personnel with various office clerical and secretarial duties as assigned; 

Prepare letters, memos and forms, requesting, providing or verifying information; compose correspondence from rough drafts; receive, screen and route mail; 

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

Prepare and maintain 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; review and verify the accuracy and completeness of various documents and applications; assign proper codes to documents and enter into computer system; 

May provide on-the-job training and direction and guidance to short term clerical personnel and student workers/volunteers as assigned; 

Operate a variety of office machines such as typewriter, microcomputer, computer terminal, printer, fax machine, calculator, copier, and specialized equipment common to assigned department; 

Attend meetings, workshops, and in-service training related to assigned duties, program, and
Translate oral and written communications into a designated second language as qualified and required; and

Perform related duties as assigned; and

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Basic policies and procedures of assigned program or department;
- Modern office practices, procedures and equipment;
- Common office clerical terminology, skills, and practices;
- 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;
- Word processing, database, graphics, and other software applications used by the department or VCOE;
- Telephone techniques and etiquette;
- Interpersonal skills using tact, patience and courtesy; and
- Oral and written communication skills.

**ABILITY TO:**
- Perform a variety of general clerical work in support of an assigned program or department;
- Learn and apply the policies and procedures of the assigned program or department;
- Read, interpret, and apply regulations, policies and procedures;
- Learn terminology of program or department;
- Add, subtract, multiply and divide quickly and accurately;
- Plan and organize work;
- 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 interruptions;
- Maintain records and prepare reports;
- Type at 40 words net per minute from clear copy;
- Understand and follow oral and written directions; and
- Operate a variety of office equipment such as typewriter, computer terminal, word processing equipment, and copiers.

**EDUCATION AND EXPERIENCE:**
- Equivalent to graduation from high school and the use of computer equipment and related software.

**LICENSES AND OTHER REQUIREMENTS:**
- Valid driver's license. Possess a valid California driver's license. Proof of authorization to work in the United States is required for employment.

**REVISED: August 2016**
WORKING CONDITIONS:
ENVIRONMENT:
Office environment. Some positions may involve periodic assignments in a warehouse environment (dusty and hot or cold).

PHYSICAL ABILITIES:
Seeing to observe documents;
Hearing and speaking to communicate with others;
Sitting or standing for extended periods of time;
Climbing stairs;
Dexterity of hands and fingers to operate office equipment;
Bending;
Reaching overhead and above shoulders;
Lifting and carrying objects weighing up to 30 pounds; and
May require stooping, squatting, pushing and pulling.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.