

**Rocklin Unified School District**

JOB TITLE: Educational Services Clerk

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To provide a variety of responsible clerical support including typing, filing, telephoning, record-keeping, and planning for special events and meetings. Employees in this classification receive general supervision within a framework of standard policies and procedures. Performance of these responsibilities requires accuracy, attention to detail, discretion, good communication skills, and sound judgment.

SUPERVISOR: Director of Elementary Programs

**TYPICAL DUTIES:**

- Performs a variety of clerical support functions for Educational Services Department
- Types a variety of materials, such as letters, interoffice communications, spreadsheets, requisitions, and forms.
- Processes purchase orders.
- Orders forms and supplies for the department as needed.
- Copies, collates, and distributes faxes and materials as needed for the department.
- Maintains database with information and data regarding special education, curriculum, and special programs.
- Plans and organizes materials needed for special events and meetings.
- Assists with maintaining and updating educational services files and records including computer data files.
- Assist Special Ed Department by inputting student information into SELPA County Database.
- Accesses district databases to prepare reports.
- Assists in ordering and organizing all low incidence materials, and maintains inventory.
- Performs other related duties as required.
- Prepares District Office documents for scanning into the computer data storage system
- Scans District Office documents into the computer data storage system as needed.
- Maintains the record-keeping procedures for computer data storage system
- Maintains the computerized filing system on the computer data storage system
- Coordinates with technical support services for the computer data storage system as needed

EMPLOYMENT STANDARDS:

Knowledge of:

- Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, and telephone technique
- Proper English usage, grammar, spelling, vocabulary, and punctuation
- Relevant State and Federal laws, regulations and procedures

Ability to:

- Operate standard office equipment including a computer, printer, typewriter and calculator
- Effectively utilize computer and computer technology for information management and data gathering
- Use computerized resource management information systems
- Type accurately at a rate of 50 words a minute from clear copy
- Maintain the confidentiality and security of sensitive information and files
- Apply good judgment in recognizing the scope of authority as delegated
- Communicate effectively in both oral and written forms
- Plan, organize, and prioritize assigned workload and to meet established timelines
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION:

High school diploma.

EXPERIENCE:

Two years of experience in office support. Special Education experience preferred.

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TEST:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment**