



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Avenue, Hemet, CA 92545 - (951) 765-5100

**CLERK III**

**JOB SUMMARY**

This is the highest-level class in the general clerical series. Positions in this class have a greater working knowledge of the technical subject matter and functions of the office or department to which assigned. The work is usually varied applications of standard, technical or legal concepts and procedures for solutions to problems. Positions in this class may be assigned working supervision over students and other clerical employees engaged in closely related activities; perform essential job duties and responsibilities other related work as may be required.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Answer questions involving an understanding of policies, procedures, regulations, and technical processes;
- Maintain complex files and records;
- Modify or devise forms for reporting data and establish controls for insuring accuracy of data;
- Comply with complex procedures in processing forms, reports, or requisitions which significantly affect school or District functions;
- Initiate and receive a volume of calls and personal contacts from schools, other District units, other organizations or districts, and the public relating to the technical work of the office;
- May call for substitute teachers and perform related record-keeping tasks;
- May answer telephones and wait on public counters; may receive, sort, and distribute mail;
- Compile and post data and information to cards and record files which have legal, administrative or confidential importance;
- Establish and maintain numerical, alphabetical and subject matter files and catalogs;
- Type a variety of materials including correspondence;
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
- May maintain some financial records;
- May prepare leaflets, booklets and directories for publication and distribution;
- Assist and/or work with students, parents, employees, and the public;
- May train and have functional supervision over student assistants and assigned personnel.
- Perform other related work as may be required.

**EMPLOYMENT STANDARDS**

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Modern office procedures and practices including complex filing systems, receptionist telephone techniques, and software programs;
- Office machines and equipment including the use of a computer;
- Correct English usage, spelling, grammar and punctuation;
- Applicable state laws, District policies, procedures and other regulations governing the program or area of assigned responsibilities;
- General public relations.

**Ability to:**

- Perform responsible clerical work of more than average difficulty, involving use of independent judgment;
- Independently make reports and keep difficult records;
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Make arithmetic calculations with speed and accuracy;
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Understand, interpret, and explain a variety of policies, laws, rules and regulations to others;
- Communicate clearly, both orally and in writing;
- Type or keyboard at a net corrected speed of 45 words per minute;
- Follow work and safety procedures;
- Understand and carry out oral and written directions;
- Orient/ train/supervise others; work autonomously;
- Organize tasks, set priorities and meet deadlines;
- Perform simple and complex tasks;
- Learn and utilize new and current technologies;

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**CLERK III**  
(Continued)

**EMPLOYMENT STANDARDS (Continued)**

**Ability to: (Continued)**

- Manage multiple tasks;
- Meet the public tactfully and courteously;
- Develop and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

Some positions in this class may require individuals who can read, write and speak a secondary language.

**EDUCATION AND EXPERIENCE**

**Education:** Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

**Experience:** Three (3) years of increasingly responsible clerical experience; OR one (1) year of experience at/or equivalent to the level of Clerk II with the Hemet Unified School District.

**REQUIRED LICENSES AND/OR CERTIFICATES**

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

**Physical Demands:** Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

**Working Conditions:** School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

**EMPLOYMENT STATUS**

Bargaining Unit Position  
Range 26