

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED NOVEMBER 2003**  
**RANGE: 34.5**  
**FISCAL/CLERICAL SERIES**  
**CLASSIFIED**  
**CODE: 4,5**

### **CLERICAL AIDE – ALTERNATIVE EDUCATION**

#### **DEFINITION**

Under supervision, to perform a variety of clerical activities;

to serve as school receptionist responding to routine inquiries and assisting school staff as needed, and to do other related work as required.

#### **EXAMPLES OF DUTIES**

Performs general clerical and office work, including proofreading, filing, checking, and recording information;

assists school visitors by providing information relative to routine or procedural matters;

post information to records and completes forms, some of which may be confidential;

prepares a variety of materials for reproduction;

operates a variety of office machines and equipment;

maintains alphabetical, numerical, index, and cross reference files;

maintains a variety of records, files, instructional media machines and equipment;

processes outgoing letters, documents, and forms;

receives, sorts, and distributes incoming mail;

maintains or assists in maintaining an orderly, attractive and positive school environment.

#### **QUALIFICATIONS**

Knowledge of:

Knowledge of English usage, spelling, grammar, and punctuation;

numerical, alphabetical, and subject matter filing systems;

basic first aid techniques and procedures, as required by the assignment;

intermediate & high school age students;

student behavior management strategies and techniques;

routine record management, storage, and retrieval systems and procedures.

Ability to:

Ability to demonstrate an understanding, patient, and receptive attitude toward students of varied age groups;

communicate effectively in oral and written form in English and a second language, as required by the assignment;

communicate effectively in Spanish desired;

perform routine clerical tasks and operate a variety of educational and office related machines and equipment;

lift school items such as books, computer parts, etc., up to 25 pounds;

sit at a work station, grading papers, for up to eight hours;

stand or walk overseeing office areas for up to seven hours;

perform routine clerical activities such as filing which may require some bending or reaching;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with students and adults;

Experience:

Must be at least 18 years of age;

one year of paid or volunteer experience working with students age 9 through 17.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in growth instructional technology, or a closely related field;

must submit proof of passage of the Basic Proficiency Test as required by California State law.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

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