



# Irvine Unified School District

## HEALTH CLERK

### DEFINITION:

Under general supervision, to perform a variety of regular duties which follow particular routines in one of several school health offices or district health services. To perform basic first aid, administer medication according to district procedure, and to perform related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs a variety of clerical work, including proofreading, filing, checking, and recording information on records.
- Records information on forms, accounts and records.
- Alphabetizes, files and re-files papers, cards and reports.
- Searches records and files for readily identifiable information.
- Operates a variety of office machines, including copier and typewriter.
- Performs basic first aid.

### QUALIFICATIONS GUIDE:

#### Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Routine record keeping.
- General concepts of childhood growth and development and childhood behavior characteristics.
- Basic first aid/CPR Certification.

#### Ability to:

- Perform a variety of basic clerical work with accuracy and speed.
- Learn to operate standard office equipment.
- Receive and give information over the phone or in person in a courteous manner.
- Work efficiently with frequent interruptions.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships.
- Demonstrate an understanding, patient, warm, and receptive attitude toward children.
- Type accurately.
- Communicate clearly with parents, staff and students.

### Training and Experience:

Education equivalent to completion of twelfth grade, some previous clerical experience is desirable. Some previous experience working with children in an educational, health care or child care setting, or any combination of training and experience that could likely provide the desired knowledge and abilities.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.  
Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

[Return to top](#)

This page was last modified 01/28/2015