



# Irvine Unified School District

## CLERK IV

### DEFINITION

Under general supervision, to perform a variety of complex and responsible clerical work of above average difficulty. To maintain specific records and files pertaining to specialized activities or programs.

### DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished by the assignment of duties requiring a high degree of independent judgment and responsibility along with detailed working knowledge of the subject matter and functions of the assigned office. Adequate performance at this level requires the ability to choose among a limited number of alternatives in solving problems. Work is normally reviewed only on completion for overall results.

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

- Performs a variety of difficult clerical work, including the personal performance or supervision of typing, checking and recording information, compiling information for and preparing reports.
- Organizes office functions to insure timely and accurate delivery of services and information.
- Composes correspondence either independently or in accordance with general instructions on a wide range of subjects.
- Types from oral directions, rough drafts, or notes, including records, tests, reports, memoranda, tables, lists and documents.
- Prepares complex reports.
- Explains and interprets facts and policies to other employees and the public about the records maintained.
- Answers the telephone and gives authoritative information to the public and staff.
- Extracts data from files and records and makes specialized reports.
- May supervise the work of other clerical workers.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Correct English usage, spelling, grammar, punctuation, and composition.
- Current technology, software applications, office methods, procedures and equipment, including receptionist and telephone techniques.
- District policies, rules, regulations, and appropriate sections of the governmental codes pertaining to assigned areas.
- Numerical, alphabetical and subject matter filing systems.
- Principles of training and supervision.

#### Ability to:

- Perform a variety of difficult clerical work involving use of independent judgment and requiring accuracy and speed.
- Proficiently operate standard office equipment.
- Make complex mathematical calculations with accuracy and speed.
- Perform clerical work without continuous supervision.
- Compile and prepare complex and accurate reports.
- Compose correspondence in response to routine inquiries.
- Maintain cooperative working relationships with those contacted in the course of work.

- Type at a net corrected speed of 55 words per minute.

**Training and experience:**

Equivalent to the completion of the twelfth grade, including courses in typing and office practices. Three years of experience in typing and general clerical work, or any combination of training and experience that could likely provide the desired knowledge and abilities.

**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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, 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 frequently works near moving mechanical parts.

The noise level in the work environment is usually moderate.

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