



IRVINE UNIFIED SCHOOL DISTRICT

SHORT-TERM SUMMER ONE-STOP

DEFINITION:

Under general supervision, performs a variety of diversified clerical duties in support of One Stop Enrollment;; answers phones and greets and assists students, parents, staff and visitors; prepares, updates and maintains a variety of records and reports related to assigned programs and activities.

DISTINGUISHING CHARACTERISTICS

This is a temporary and at-will/short-term job classification, non-certificated, and is not considered part of a regular assignment for current IUSD employees.

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

- Performs a variety of diversified clerical duties in support of One-Stop Enrollment including typing, filing, duplicating and distributing materials.
- Receives, greets and directs visitors; responds to inquiries and provides a variety of general information to personnel, students, parents and the general public related to office, department or program activities, policies and procedures.
- Serves as receptionist, answers telephone calls and directs calls to appropriate personnel; takes and relays messages as appropriate.
- Inputs data into an assigned computer system; generates computerized lists and reports related to assigned activities as requested.
- Compiles information, prepares and maintains a variety of records and reports related to assigned programs and activities; inputs and updates student record, attendance, enrollment and registration information as assigned; reviews and verifies accuracy and completeness of various documents; establishes and maintains filing systems; verifies and processes forms and applications as needed.
- Maintains assigned calendars; schedules meetings and appointments; updates and posts site announcements as assigned.
- Communicates with personnel, parents and outside agencies to exchange information, coordinate activities and resolve issues or concerns; contacts parents to verify information as assigned.
- Operates a variety of office equipment including a printer, copier, a computer and assigned software.

QUALIFICATIONS GUIDE

Knowledge of:

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Basic record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic calculations.

Ability to:

- Perform a variety of general clerical duties in support of an assigned office or program.
- Answer telephones and greet the public courteously.
- Learn program objectives, policies, procedures and goals.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

- Complete work with many interruptions.
- Perform arithmetic calculations quickly and accurately.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Reaching overhead and above shoulders to retrieve supplies.

WORK ENVIRONMENT:

Indoor and office environment. Constant interruptions. 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. The noise level in the work environment is usually moderate.

Revised: 04/2019