

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: BUSINESS DIVISION CLERK**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of clerical, duplicating and receptionist duties involving typing, filing, maintaining records or reports, duplicating, switchboard operation and mail processing and assist with offset printing.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Business Division Clerk class provide support to staff in Purchasing, Fiscal Services, Maintenance, Operations, and Food Services and other areas of the Business Division and may perform some assignments independently.

### **REPRESENTATIVE DUTIES:**

Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft.

Type and perform other clerical duties for the assigned supervisor and other staff members as directed.

Maintain a variety of logs, records, and files.

Operate main district switchboard; answer and direct calls to appropriate school or office; take and transmit messages; provide information to employees, students and the public as requested; make phone calls to request, provide or verify information as directed.

Sort, distribute and process regular and District mail; maintain related records, forms, logs and documents.

Maintain supply and material inventory of assigned area; order, receive and distribute materials, equipment and supplies as directed.

Assist in the operation of the offset press in the reproduction of a variety of printed materials such as reports, agendas, curriculum materials, lesson plans, course outlines, catalogs and other materials.

Assure the timely duplication and distribution of materials as requested.

Perform clerical and accounting work such as posting records, making arithmetic computations and securing information from clearly indicated sources.

Operate a variety of office equipment, including typewriter, calculator, copy machine, switchboard, offset press, postage meter and scale; may operate computer and/or word processing hardware.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Basic postal rates and regulations.
- Interpersonal skills using tact, patience and courtesy.

##### ABILITY TO:

- Perform clerical duties such as filing, duplication, typing, and maintaining records.
- Operate the telephone switchboard and related equipment.
- Process mail according to established office procedures.
- Set up and operate offset and duplicating machines and peripheral equipment.
- Type at 30 words net per minute from clear copy.
- Complete assignments in an efficient and timely manner.
- Communicate effectively both orally and in writing.
- Maintain equipment and machines in proper working condition.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Work confidentially with discretion.
- Operate a wide variety of office equipment.
- Maintain accurate records and files.
- Lift objects weighing up to 20 pounds using safe and proper methods and/or equipment.
- Work cooperatively and effectively with others.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by business courses and one year clerical experience.

#### WORKING CONDITIONS:

District office environment. May be subject to noise, fumes from chemicals, lifting, carrying and pushing reams of paper and standing for long periods of time.