

Class Codes

FIELD OFFICE CLERK
FIELD OFFICE ASSISTANT

5978
5977

DEFINITION

Performs a variety of routine, general clerical duties in a Board Member's field office.

TYPICAL DUTIES

Acts as a receptionist and answers telephones and responds to routine inquiries.
Keeps records and makes entries on standardized forms.
Searches files and records to locate readily identified information.
Receives, opens, time-stamps, sorts, and distributes mail.
Addresses, stuffs, seals, and stamps envelopes.
Staples and assembles printed materials.
Picks up and delivers materials and messages.
Type and prepare reports, form letters, memoranda and other material. (Field Office Assistant)
May operate office machines.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Field Office Clerk performs a variety of routine simple clerical tasks for a Member of the Board of Education.

A Field Office Assistant performs a variety of routine simple clerical tasks including typing for a Member of the Board of Education.

An Office Technician performs a variety of clerical and typing duties ranging from entry level to those requiring the exercise of judgment based on training and experience. An Office Technician (Restricted) is hired in accordance with the provisions of Education Code Section 45259.

SUPERVISION

Immediate supervision is received from a Board Member or administrative assistance personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Appropriate techniques used in giving out information in person and on the telephone
Basic office practices and procedures

Ability to:

Write legibly
Spell correctly
Sort and file accurately and locate material in files
Type accurately (Field Office Assistant)
Make simple arithmetical computations
Learn to operate various types of office machines
Deal courteously with employees and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or equivalent evidence of educational proficiency at the high school level.

SPECIAL NOTE

Employees in these classifications are employed in accordance with the provisions of Education Code Section 45112.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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PJO