

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Adult Education Customer Relations Clerk	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0597	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Adult Education School	SALARY:	Range 35 Salary Schedule C
REPORTS TO:			

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer and related software to input, output, update, scan, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Develop and maintain a variety of logs, records, and files related to the assigned school; compile information and prepare summaries and reports; compile and tabulate statistical data. **E**

Answer telephones; greet the public, and answers inquiries about routine procedures and policies; make phone calls to request, provide, or verify information; may provide work direction to others. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding.....45 Correct WPM
Word.....45% Overall Score

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School site environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES: