



COMMUNITY EDUCATION CLERK-TYPIST

Job Code: 344ABE
Bargaining Unit: 01
Effective Date: 07/01/2000

Description of Work

General Statement of Duties

Performs skilled clerical and administrative support work requiring the exercise of independent judgment to assist a Community Education Coordinator prepare a program of adult and youth programs for a specific geographical area of the City; and performs related duties as required.

Supervision Received

Works under the general, technical, and administrative supervision of a Community Education Coordinator.

Supervision Exercised

None.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Gathers information from instructors relating to new classes either in person or via telephone; calls instructors to confirm classes; schedules dates, requests speakers, and permit test for Driver's Education classes; reserves rooms for classes; enters information about classes into computer; proofreads copy for catalog.

Receives Community Education class registration via telephone, mail, electronically, and/or in person; assists students in registering for Community Education courses; prepares class lists by entering on computerized registration program or manually.

Contacts class participants and/or instructors with pertinent information about classes when necessary.

Collects fees for Community Education programs in accordance with established District policies; issues refunds on classes or activities canceled; maintains related accounts receivable records; prepares bank deposits; processes and submits credit card deposits to the Business Office; notifies class participants of declined credit card or insufficient funds checks.

Establishes, monitors and maintains budget records for Community Education area; reconciles budgets; submits budget transfer records as necessary; submits budget reports to Community Education Department; maintains petty cash account; meet with Community Education administration to review budget information.

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Typical Duties Performed (continued)

Processes invoices, requests for payment and purchase orders; prepares invoices for county or state agency program participation and participant discounts when applicable; process scholarship fee reduction forms.

Collects timecards; maintains and submits to Community Education Office payroll records for staff involved in area programs (instructors, support staff, consultants); reviews time cards to ensure that they are completed correctly; reviews business office payroll report to ensure that payroll is accurate and resolves discrepancies; assists new employees with completing necessary paperwork and submits to Human Resources.

Acts as receptionist for Community Education area office; answers telephones and receives visitors, routes calls, including directing calls to an agency or organization outside of the District if appropriate; takes messages; supplies information concerning Community Education programs and activities; responds to routine complaints and problems by explanation of office procedures, verification of records, correction of records or referral to higher authority; communicates with building administrators and custodial staff regarding Community Education needs and issues.

Word processes and/or types letters, memos, narrative and statistical reports, flyers, brochures, schedules, lists, and other material according to general guidelines using a microcomputer or typewriter.

Processes requests for use of building permits; bills private parties, state and county agencies for the use of District facilities; obtains equipment as needed for specific activities.

Prepares and processes bulk mailings.

Operates office equipment including microcomputers, typewriters, fax machines, copy machines, adding machines, calculators, and related equipment; ensures that equipment is maintained and operational.

Knowledge, Skills and Abilities

Considerable knowledge of District policies, procedures, and services relating to Community Education.

Considerable knowledge of modern office practices and procedures

Considerable knowledge of grammar, spelling, and punctuation.

Working knowledge of software packages, including word processing, spreadsheet and database software.

Working knowledge of basic bookkeeping policies and procedures.

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Knowledge, Skills and Abilities (continued)

Working skill in typing and/or word processing with speed and accuracy.

Considerable ability to interact tactfully and effectively with the general public, representatives of outside organizations and other District staff representing a diversity of cultural, ethnic and socioeconomic backgrounds.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to perform clerical functions with minimal supervision.

Considerable ability to follow complex oral and written instructions.

Considerable ability to work with detailed information accurately.

Working ability to organize and maintain computerized and/or manual records and files.

Working ability to operate modern office equipment.

Working ability to make mathematical computations with speed and accuracy.

Minimum Qualifications

High school diploma or GED certificate and four years of clerical experience, which must include two years each of public contact, use of a microcomputer and basic bookkeeping.