

WESTERN PLACER UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position Title: **GRANT-FUNDED SUPPORT SERVICES CLERK**
Department: Office of Support Services – District Office
Reports: Coordinators and Supervisor

SUMMARY:

Under the direction of the Program Support Specialist and program coordinators, performs supportive and clerical duties and other related activities as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily under the direction of the Program Support Specialist and program coordinators. Work is to be done in a completely confidential manner. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must obtain Live Scan Fingerprint clearance and current TB test results prior to employment.

EDUCATION AND/OR EXPERIENCE:

High School diploma or General Education Degree (GED).

LANGUAGE SKILLS:

Ability to read and comprehend instructions, correspondence and memos. Ability to write correspondence in standard English. Ability to listen well. Ability to effectively present information in standard English in one-on-one and small group situations to clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide, using whole numbers, common fractions, decimals and general accounting ledger knowledge. Ability to compute rates, ratios and percent. Ability to draw and interpret graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out written or oral instructions. Ability to promptly deal with problems involving variables in situations that may occur in different situations. Ability to discern when such problems should be referred to the supervisor, coordinators, or outside agencies.

OTHER SKILLS AND ABILITIES:

Ability to develop effective working relationships with staff, supervisor, coordinators and the school community. Ability to communicate clearly and concisely keeping the highest confidence in standard English, both orally and in writing. Maintaining confidentiality of information must be of the first and foremost ability in this job. Ability to follow directions. Ability to perform duties with awareness of the district requirements and Board of Trustee policies, as indicated in the Employee Notification packet.

ESENTIAL DUTIES

- * Assist the Program Support Specialist and program coordinators as directed
- * Performs clerical and related duties which support services in managing the grant funds
- * Operate standard office equipment such as copier, typewriter, audiovisual, Rizzo, etc.
- * Operate computer (IBM) – strong knowledge of WORD and Excel programs
- * Must attend bi-monthly steering meetings, quarterly community advisory meetings and any coordinating meeting as asked by Program Support Specialist and program coordinators
- * Exceptional organizational skills
- * Ability to work with budgets and accounting procedures in Excel
- * Process and organized purchase orders, time sheets, and pay vouchers
- * Knowledge of financial activity reports

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by 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 required.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee may also be required to stand, walk, run, climb, balance, jump, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds and must be able to push items of 50 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

WORK ENVIRONMENT:

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 may sometimes be loud, within a standard acceptable level for this environment.

The information contained in this job description is for compliance with the American with Disabilities Act (.A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.