

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: ATHLETIC CLERK****BASIC FUNCTION:**

Under general supervision, performs complex regular clerical record keeping, record checking, and filing duties which follow particular routines in school; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class have general supervision from an administrator or designated supervisor. Incumbents work within a framework of established procedures and are expected to perform a wide variety of general clerical duties with only occasional instruction or assistance. No supervision is exercised over other positions. The duties listed below are typical for positions in the class collectively but no one position will necessarily include all of these duties.

**ESSENTIAL DUTIES:**

- Performs a variety of clerical work, including keyboarding, proofreading, filing, checking and recording information for records.
- Schedules and maintains a master calendar of activities, sports events, and related transportation.
- Schedules and facilitates details related to activities and sporting events.
- Establishes, verifies and maintains accurate records including student eligibility.
- Alphabetizes files and re-files papers, card and reports.
- Confirms sports officials, athletic trainer assignments and payments.
- Oversees budgets, expenditures, fundraisers, prepare deposits and requisitions for events and activities.
- Perform cashiering duties as assigned; count money and make correct change; operate a computer to perform transactions and input data as assigned; communicate with students and staff to exchange information.
- Answers the telephone and provides information and coordinates activities and events.
- Prepares, compiles and distributes various departmental files, records, reports, and awards.
- Greets visitors and provides information relative to departmental procedures or services.
- Operates a variety of office machines including copier, computer, and calculator.
- Facilitates the ordering and maintaining of athletic banners and letter awards.

**OTHER DUTIES**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Correct English usage, spelling, grammar, punctuation and math.

Modern office methods, procedures, and equipment.

Familiarity with department policies, rules and regulations.

CIF procedures.

**Athletic Clerk -Continued**

Perform a variety of complex clerical work with accuracy and speed.

Operate standard office equipment.

Make arithmetic calculations.

Receive and give information over the telephone or in person in a courteous manner.

Work efficiently with frequent interruptions.

Understand and carry out oral and written instructions.

Maintain cooperative-working relationships with those contacted in the course of work.

Learn and follow office routines.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and two (2) years clerical experience including; one (1) year financial record keeping experience preferably within a professional setting.

**LICENSES AND OTHER REQUIREMENTS:**

**TB Test Clearance, Criminal Justice Fingerprints Clearance, Pre-employment Safety Videos,** Valid California Class C driver's license.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate computer and office equipment.

Sitting or standing for extended periods of time.

Walking to various locations within the school of related space.

Kneeling and bending.

Reaching horizontally and overhead to retrieve, maintain and store supplies, files, and records.

Lifting and carrying objects weighing up to 25 pounds.

Hearing and speaking to exchange information in person and on the phone.