

## Rialto Unified School District

### MULTI-MEDIA CLERK

#### **DEFINITION:**

Under the general direction of the Media Services Department, performs a variety of media and clerical functions, including keyboarding, data entry, answering phones, prepares and disseminates information pertaining to District events; prepares and assists with a wide variety of communication activities designed to educate the public and promote support for Rialto Unified School District.

#### **ESSENTIAL DUTIES:**

- Performs a variety of clerical tasks, including typing, keyboarding, data entry, proofreading, filing and recordkeeping; compiles information and prepares reports and summaries
- Assist parents, school personnel, and the community with information by answering routine inquiries
- Serves as a clerical assistant dealing with a variety of sensitive and privileged matters
- Performs a variety of data entry functions using a computer or other technological device
- Assist with planning and organization of the Media Services Office
- Receives, sorts and distributes mail
- Schedules appointments and calendars District activities
- Maintains simple financial or statistical records
- Work with and support the District's Strategic Plan
- Maintain and practice confidentiality both in and out of district with regard to records, activities, and communications relating to all students, parents/guardians, and staff
- Participates in and attends a variety of special projects involving staff, community relations and communications
- Interprets policies, regulations, and operational procedures to those persons contacting the Communication's Office, either by telephone or in person
- Coordinates and assists the staff activities of the Communication's office, including the organization, planning and development of project time lines
- Performs other related work as required and/or assigned

#### **QUALIFICATIONS:**

**Knowledge of:** Modern office practices, trends and procedures; standard office equipment and modern data management, storage and retrieval systems; English usage, spelling, grammar, punctuation, and mathematical concepts; stand office machines and equipment, including computers and other technology devices.

**Ability to:** Effectively and efficiently perform highly clerical functions and activities; effectively operate a computer and use appropriate software applications; understand and carry out oral and written directions with minimal supervision and direction; establish and maintain cooperative working relationships; remain flexible and work in a multi-task environment with frequent interruptions and changes in task priorities.

#### **PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- Will sit most of the time, but will walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stoop or step ladder

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**PHYSICAL DEMANDS – continued:**

- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing written and oral information, both in person and over the telephone
- Must possess the manual dexterity to operate business-related equipment

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

**Experience:** Two years of experience performing varied general office or clerical functions, including some experience in organizing and coordinating events/functions.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; supplemental coursework in technology or media related areas is desirable.

**License Requirements:** Verification of a valid California Motor Vehicle Operator's license.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.