

Knowledge of: Modern office practices, methods and procedures; appropriate English usage, spelling, grammar, punctuation and mathematical concepts, organization and project deadlines; standard office machines and equipment, including micro-computers; operational procedures, policies, rules and regulations specific to the assignment. For Bilin qual: knowledge of written and oral Spanish or other designated language. * BILINGUAL/BILITERATE positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

Ability to : Perform complex and technical clerical work requiring accuracy and attention to detail; prepare clear and concise reports; accurately interpret legal mandates, District policies, rules and regulations and apply them to a variety of operational procedures; effectively organize and coordinate the work flow of the unit; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; develop project time lines and meet deadlines; establish and maintain cooperative working relationships; exhibit a tactful and helpful attitude to persons of varying socioeconomic and educational backgrounds, including School Board members, District administrators, community members, parents, teachers, students and co-workers; remain flexible and work effectively in an atmosphere of frequent interruptions and changes in task priority.

PHYSICAL DEMANDS

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

- f* will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- f* will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stoo2(c)-2-7(and)11stNDS