

## BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	Gerical Assistant III	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10, 11 or 12 months - 7.5 hours per day or duty days/ hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 38

## BASIC FUNCTION:

Under direction of an assigned supervisor, perform advanced/specialized and complex clerical support duties involving independent judgment and action within an assigned office, department or program and requiring indepth knowledge of an organization-wide function or program; answer phones, provide technical information and greet and assist students, parents, staff and visitors; assist in assuring smooth and efficient office, department or program operations.

## DISTINGUISHING CHARACTERISTICS:

The Clerical Assistant I classification is the entry-level classification in the series and provides an opportunity to learn the terminology, processes and operations of an assigned office, department or program. Incumbents provide general and varied

Greet and assist visitors; initiate and receive telephone calls; screen and route calls; take and relay messages; explain office, department or program policies and procedures; provide technical information and interpretation concerning policies and procedure