

## JOB DESCRIPTION

**DEPARTMENT:** COMMUNITY RELATIONS

**JOB TITLE:** CLERICAL  
(Class II; 12 month)

**REQUIREMENTS:**

- A. Education Level:** Minimum of two-years post-secondary training or equivalent experience in clerical/accounting, marketing, and/or communication related fields.
- B. Experience Desired:** One-year minimum of office experience (3 years preferred. Computer competency in word processing, spread sheets and data entry. “Creative eye” a plus.
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination, hearing; intermittent keyboarding, use of wrists, hands, fingers, speaking, typing and writing. Frequent filing, sitting, standing and walking.
- D. Other Requirements:** Demonstrated customer-service focus with the ability to effectively communicate with verbal and written skill; problem-solving, decision-making, quick thinking and working as a member of a team are a must. Strong organizational skills, attention to detail, and efficiency required. An ability/willingness to develop creative materials to support the work of the Community Relations department.

**REPORTS TO:** Community Relations Supervisor

**DATE:** Revised 2016

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Provides clerical support for Community Relations/Community Education staff.
2. Lead receptionist providing customer service by telephone, email and in person to Community Education customers.
3. Records and maintains Community Education registrations and class lists. Schedules facilities/rooms for Community Education courses.
4. Works with little supervision to lead Summer School registration process, including Posting all accounts receivable and working with SS registrar to get students registered in appropriate classes.
5. Maintains confidential student information.
6. Maintains database and assists with Community Education emails/mailings, including Gold Card Events, etc.
7. Designs, proofs and obtains bids for District-wide and zip code-specific mailings.

8. Works with little supervision to maintain department fiscal accounts (Enterprise Fund and T&A), designates appropriate cost center for billing and accounts receivable processing.
9. Works with internal auditor to assure Community Education receivables process conforms to required guidelines.
10. Monitors budget, creating quarterly and annual revenue/expense reports. Tracks past due accounts.
11. Coordinates department processes related to Human Resources.
12. Maintains communication with and between specialized software companies (Aceware, TrustWave, remote server) to meet PCI compliance and other information security requirements.
13. Completes various forms, paperwork, and recordkeeping as required by District policy and procedures.
14. Coordinates purchase orders/requisitions.
15. Orders materials and supplies for department.
16. Serves as back-up to department specialists.
17. Performs other duties as assigned by supervisor.

**WORKING CONDITIONS:**

<b>A. Inside</b>	<b>Outside</b>	<b>Both</b>
		<b>XXX</b>

**B. Climatic Environment:**

Climate controlled environment with some temperature variations.  
Typically, work is conducted in a comfortable environment.

**C. Hazards:**

Limited, but possible exposure to communicable diseases.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**