

## Duty Statement

### Clerk

1. Answers incoming calls and intercom for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages. (Code 1)
2. Responds to inquiries from staff, the public, parents and/or students for the purpose of providing information and/or direction. (Code 1)
3. Makes available to students and their families information about services and programs available, including Medi-Cal. May provide help accessing these services. (Code 4)
4. Prepares student enrollment packets inserting flyers regarding Medi-Cal Healthy Families information. (Code 4)
5. Composes routine documents for the purpose of communicating information to school/district personnel, the public, state officials, etc. (Code 1)
6. Maintains inventory of office supplies. (Code 1)
7. Maintains schedules to coordinate use of district facilities, equipment and vehicles. (Code 1)
8. Prepares billing for use of district machines, equipment and vehicles. (Code 1)
9. Processes substitute teacher requests. (Code 1)
10. Monitors financial related information for the purpose of documenting activities for reimbursement and/or adhering to policies. (Code 1)
11. Attends meetings on MAA Program. (Code 15)
12. Distributes Medi-Cal outreach materials. (Code 4)
13. Monitors or schedules ongoing appointments for Medi-Cal covered services as required by IEP. (Code 8)
14. Assists with filling out and/or gathering information for Medi-Cal application. (Code 6)
15. Schedules or arranges transportation to Medi-Cal covered services. (Code 10)
16. Arranges for or provides translation services (oral, written, or signing) that assist the individual in accessing or understanding Medi-Cal covered services. (Code 12)
17. Updates resource directory of Medi-Cal service providers. (Code 4)
18. Assists with administration & coordination of the MAA program and completes time survey. (Code 15)
19. Completing personal mileage and expense claims. (Code 16)

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20. Reviewing school policies, procedures, or rules. (Code 16)
21. Paid time off including paid lunches, breaks, jury duty, sick, bereavement or vacation leave. (Code 16)
22. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
23. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)
24. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
25. Evaluation of employee performance. (Code 16)