

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

---

<b>TITLE:</b>	Adult Education Customer Relations Clerk	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0597	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Assigned Adult Education School	<b>SALARY:</b>	Range 35 Salary Schedule C
<b>REPORTS TO:</b>			

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer and related software to input, output, update, scan, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Develop and maintain a variety of logs, records, and files related to the assigned school; compile information and prepare summaries and reports; compile and tabulate statistical data. **E**

Answer telephones; greet the public, and answers inquiries about routine procedures and policies; make phone calls to request, provide, or verify information; may provide work direction to others. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and one year of clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

Keyboarding.....45 Correct WPM  
Word.....45% Overall Score

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

School site environment; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**