

BILINGUAL CLERK

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Fluency in speaking, reading and writing in desired/needed language
- Passing score on bilingual skills test (if available)
- More than one year of general clerical experience
- Passing score on the following skills assessments: Basic Computer, Internet Basics, and Using Email
- Equivalent combination of education/training/experience

B. DESIRED

- Previous experience in an educational setting

SUMMARY

Provides specialized assistance to bilingual students and parents by interpreting and translating the desired/needed language. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Uses specialized language skills [interpreting, reading, writing and translating] in the performance of duties
- Provides administrative-teacher-parent-student liaison as needed
- Completes forms, copies data, compiles records and reports in accordance with established procedures
- Acts as receptionist, answers phone, responds to requests for general information, refers inquiries to appropriate office or person
- Sorts and distributes mail or other materials and prepares correspondence for mailing
- Operates a variety of standard office machines which may include a telephone switchboard
- Types and proofreads a variety of materials of moderate complexity, not requiring highly skilled typing or word/data processing techniques
- Researches files and records for information and assembles data
- Handles materials and/or discussions of a confidential nature
- Initiates work orders, schedules transportation and provides other back-up assistance
- Maintains limited financial records, logs, schedules, record cards and forms, tabulates and posts data
- Exhibits patience, courtesy and tact in dealing with others
- Promotes and supports District wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

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MENTAL AND PHYSICAL REQUIREMENTS

- Ability to meet deadlines
- Ability to multi-task in an office setting
- Ability to communicate with district personnel at all levels
- Ability to communicate clearly, both orally and in writing
- Ability to sustain extended work hours and problem situations
- Ability to understand and carry out written and verbal instructions
- Ability to work alone and as part of a team
- Ability to sit for extended periods of time
- Ability to reach, stoop, twist and bend
- Ability to concentrate for extended periods of time
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures