

**CLASSIFIED EMPLOYMENT OPPORTUNITY
EMPLOYMENT OPPORTUNITY**

Calaveras Unified School District
3304 Hwy. 12,/ P.O. Box 788, San Andreas, CA 95249
(209) 754-2300

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

The following position is available for employment. Anyone interested must complete a Classified Application form. Application must be received in the District office no later than **3 p.m. on November 18, 2013**. Letter and application must clearly indicate position of interest, three letters of reference, a resume and letter of interest.

TITLE:	Account Clerk I	POSTING DATE:	11/04/13
HOURS:	8.0 hrs. a day/5 days a week	CLOSING DATE:	11/18/13
SALARY:	Range H (Classified Salary Schedule)		
LOCATION:	District Office		
WORK YEAR:	260 days		
SHIFT TIME:	7:30 a.m. – 4:00 p.m. (includes a 30 minute lunch break)		
PSN#:	2336		
<u>DEFINITION</u>			

Under the general supervision of the Director of Fiscal Services, performs accounting clerical duties, maintains financial records, performs financial procedures related to the purchasing and/or payment of instructional and operational supplies for the District. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic accounting principles and practices.
- Operation of various office equipment, such as computer, calculator and typewriter.
- District accounting practices and systems.
- School district accounting systems, requirements and procedures.

Ability to:

- Type a minimum of 40 words per minute.
- Possess a valid California Driver's License.
- Operate a computer keyboard, calculator and other office machines.
- Keep financial and statistical records.
- Perform clerical work with accuracy and speed.
- Carry out oral and written instructions.
- Work positively and cooperatively with staff and public.
- Read, write and speak English.
- Function under pressure and time constraints.

Work independently in the absence of a supervisor.
Prepare reports on financial records.
Identify and solve procedural problems.
Learn and implement new procedures as required.

Education: High school diploma or equivalent and at least two years of financial record keeping is desired.

Physical Demands: Must be able to sit in front of a computer for long periods of time.

Environment: Indoors climate controlled.

Persons employed to fill classified positions must join the California School Employees Association (CSEA), Calaveras Chapter #405 as a condition of employment.