

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

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<b>TITLE:</b>	Account Clerk I	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	Account Clerk Series	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0501	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Assigned Location	<b>SALARY:</b>	Range 36 Salary Schedule C

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and two years increasingly responsible experience in accounting clerical work.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California driver's license and provide proof of insurance. Overall scores in computer software testing program preferred as follows: