



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	CLERK MIDDLE SCHOOL RECORDS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8708
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for performing any assigned clerical duties needed for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs clerical duties associated with the ordering, receiving and distribution of school supplies, materials and equipment

Performs clerical duties associated with the policies and procedures of the department of pupil personnel

Acts as a receptionist for counselors and/or in the main office

Receives and communicates via the telephone with parents, general public and school system personnel

Operates office machines and equipment necessary for the efficient operation of the school office

Performs health services if needed for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful clerical experience

Word processing skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work with a minimum of supervision, and the ability to take the initiative in work assignments and office emergencies when the need arises

Experience in a diverse workplace