



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

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| JOB TITLE: | CLERK SCHOOL |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IA, GRADE 3 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8731 8733 8734 8735 8737 8333 |
| BARGAINING UNIT: | CLAA |

SCOPE OF RESPONSIBILITIES

Maintains good public relations. Because situations arise in a school which require someone with composure and also someone who can be respectful under any and all circumstances. Maintains a smooth and efficient atmosphere under trying and stressful conditions. This employee may be assigned to various clerical assignments throughout the school complex as needed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Acts as clerk in general areas of school offices
- Performs any and all office duties which may include answering telephone, acting as receptionist, handling inquiries from the general public, parents, teachers and students, operating office machines, preparing, word processing and duplicating materials
- Assists with the preparation for opening and closing of school
- Assumes responsibility for one major duty in most schools
- 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.
- Word processing skills
- Successful clerical experience
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience taking notes and providing a record of meetings/events for supervisor
- Experience in a diverse workplace