



REVISED:  
07/12/2004

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

#### SCOPE OF RESPONSIBILITIES

Maintaining good public relations is a prime requisite of this job. 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, typing and duplicating materials, assisting

Assists with the preparation for opening and closing of school

Assumes responsibility for one major duty in most schools

Duties may include performance of health services, for which training will be provided

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.

Typing skills

Successful clerical experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Shorthand skills