



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

JOB TITLE:	CLERK SECONDARY SCHOOL ORDER AND RECEIVING
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	215 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8638
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility to maintain an accurate account of the general budget for the secondary school Principal and for ordering and receiving all materials purchased by the school; processes suspension information to Pupil Personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Helps prepare budget requests and assists in budget preparation and assists in preparation of the opening of school

Supplies price lists of instructional and office supplies for use by department chairs and distributes budget request forms to department chairs and teachers

Establishes and maintains record keeping system to implement budget control by codes and departments

Collects orders from department chairs making sure they are within proper code, bid list, and procurement laws and maintains procurement files, then word processes requisitions and sends to purchasing department

Receives, checks, and submits receiving tickets for all packages paid for by the Board of Education and verifies receipt of invoices for payment from the general activity fund of Jefferson County Board of Education

Sorts and distributes supplies to proper department and teachers and follows up on damages, shortages, and incorrect merchandise

Assumes responsibility for equipment inventory

Handles general office routine, i.e., dealing with the public, word processing, admitting students to school and classes, answering phone and recording messages, administering to sick students, etc.

Enters and processes student suspensions assuming responsibility for updating student discipline and suspension file

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 and/or bookkeeping experience

Knowledge of bookkeeping practices

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of business machines
Ability to relate to others
Willingness to take on added responsibilities
Experience in a diverse workplace