



REVISED:  
07/12/2004

JOB TITLE:	SECONDARY SCHOOL ORDER AND RECEIVING CLERK
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
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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
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- 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 chairman and also, distributes budget request forms to department chairman and teachers
- Sets up record keeping system to implement budget control by codes and departments
- Collects orders from department chairperson making sure they are within proper code, bid list, and procurement laws and maintains procurement files, then types 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, typing, admitting students to school and classes, answering phone and recording messages, administering to sick students, etc
- Types and processes student suspensions assuming responsibility for updating student discipline and suspension file
- Duties may include performance of health services, for which training will be provided
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
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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
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- High School Diploma or G.E.D.
- Typing 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