

SCHOOL OFFICE CLERK

DEFINITION:

Under general supervision of the School Site Administrator (s), performs a wide variety of clerical work in a school office; assists the School Office Manager with essential clerical and other tasks requiring confidentiality and sensitivity; assumes and performs related duties and responsibilities as necessary or required.

CLASS CHARACTERISTICS:

Positions are assigned to busy school environments where work is subject to frequent interruptions and time constraints. Incumbents are expected to work independently and to exercise initiative, sensitivity, and good judgment in performing tasks. The position buffers the School Site Administrator(s) and staff from unnecessary interruptions.

EXAMPLES OF DUTIES:

Work closely and cooperatively with School Office Manager and other staff, to assist with the needs of all visitors, receive a heavy volume of telephone and personal contacts, and respond to requests for information and assistance as appropriate; *E*

Assist with the enrollment of new students, including document verification and request of student records in accordance with District guidelines; *E*

Perform a variety of clerical work such as filing, compiling, maintaining and recording information, proofreading, document checking and verification, standard and statistical typing/keyboarding and word processing; *E*

Assist with student medical needs and administer first aid, CPR and/or prescribed medication as required; *E*

Prepare, sort, distribute and forward letters, mail, records, tests, reports, memoranda, bulletins, newsletters, forms, tallies, tables, lists, and requisitions; *E*

Assist with maintenance of student and staff emergency information and emergency preparedness procedures; *E*

Maintain information on and answer questions regarding specific school programs, fund raisers and after school activities; *E*

May assume responsibilities of the School Office Manager to cover vacancy or absence; *E*

May assist with computerized student attendance accounting including preparation of daily, weekly and monthly reports;

Middle school positions may assist in preparing student grade and progress reports;

May collect, report on, forward student body funds;

May assist with ordering, receiving and distributing instructional materials and supplies, using the Bi-tech system and process work orders through the Maintenance Tracker system;

E denotes an essential function of the job.

May monitor the various school budgets which can include maintenance of teachers individual fund accounts, the site revolving cash fund, student body accounts, general fund account, school improvement (SI), Title 1; *E*

May prepare transportation requests, calendars and answer questions about field trip activities;

May assist with ordering, receiving and distributing instructional materials and supplies;

Learn, operate and maintain a variety of office equipment and assist in training staff and volunteers in its use.

SUPERVISION:

Supervision is received from School Site Administrator(s).

May monitor and direct other support staff, volunteers and assigned student helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern office methods, procedures, terms, and equipment, including a basic knowledge of word processing;

Filing systems, record keeping procedures and basic mathematics;

Business office telephone techniques and etiquette;

Appropriate English usage, spelling, grammar and punctuation.

Ability to:

Utilize sound judgment in performing tasks and fulfilling responsibilities;

Rapidly learn procedures and software used in school offices;

Establish and maintain effective work relationships;

Understand and carry out instructions and perform a wide variety of clerical tasks;

Sort, file, locate materials quickly and accurately;

Operate various office and specialized equipment, including data and word processing programs;

Type/keyboard at a net corrected speed of 45 words per minute;

Receive and give information to others clearly, calmly, accurately and courteously;

Perform simple mathematical computations.

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education and experience necessary to succeed in the position. Typically this knowledge and these skills and abilities are acquired through one or more years of working experience in an office environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Safely lift, carry, push up to 25 pounds; frequently stands, walks, and sits; occasionally stoops, kneels, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a typical office environment; uses a computer and telephone; works inside; is frequently exposed to minor and on occasion to severe, contagious illnesses/diseases; has frequent direct contact with public, students, and other District staff, occasionally in difficult interpersonal situations; frequently has high volumes of work under tight deadlines without direct guidance from supervisor.

LICENSES REQUIRED

Possession of a valid CPR and First Aid Certificate.

Last revision 12/00

Revisions effective 9/8/05