

JOB TITLE: CLERICAL ASSISTANT-SCHOOLS

QUALIFICATIONS: High school diploma or GED

REPORTS TO: School Principal, administrative staff member, or higher level secretary

JOB GOAL: Provides assistance to professionals or other secretarial staff with regard to specific functions in a school, library or office

MAJOR DUTIES AND RESPONSIBILITIES

- ▶ Prepares and types letters, memoranda, reports, purchase orders, and other forms in a school, library or office
- ▶ Operates switchboard, answers telephone, giving information to callers and routes incoming calls to the proper person
- ▶ Maintains files of various types
- ▶ Maintains record keeping system in accordance with office requirements
- ▶ Assists in the preparation of various reports; may design reports and compile data for specific reports
- ▶ Maintains inventories as required by office or library; checks materials in and out
- ▶ Communicates orally and in writing with district employees, students, parents, and the general public
- ▶ Serves as receptionist; greets visitors to office or library and routes them to the proper location
- ▶ Receives, opens, sorts, and routes incoming mail
- ▶ Reproduces and distributes materials as needed
- ▶ Communicates with other departments of the school district as required
- ▶ May process purchase orders or requisitions as required by office
- ▶ Maintains student and other records and prepares required reports
- ▶ Makes appointments for staff
- ▶ Processes documents and other materials, including enrollment, registration, transcripts, personnel applications or actions, or insurance
- ▶ Enters data into computer files as needed
- ▶ Maintains equipment/fixed asset inventory as required
- ▶ Performs other duties as assigned

REQUIREMENTS OF WORK

- ▶ High school diploma or GED
- ▶ Some knowledge of office procedures and equipment, including computers and calculators
- ▶ Knowledge of business arithmetic and English

- ▶ Ability to type
- ▶ Ability to interpret and communicate the policies, procedures, and services of school or office
- ▶ Ability to maintain moderately complex records and ensure their confidentiality
- ▶ Ability to make computations with accuracy
- ▶ Ability to follow verbal and written instructions
- ▶ Ability to work under pressure and to meet deadlines
- ▶ Ability to communicate courteously and tactfully with students, teachers, parents, and the general public

TERMS OF EMPLOYMENT

Division: Support
 Pay Grade: 1
 Working Days: 180

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

WORKING CONDITIONS

The following physical demands/environmental factors are representative. While the general working conditions are not exhaustive, the information is intended to inform all parties. These are not designed to deprive anyone of his/her rights under any state or federal law.

Physical Demands/Environmental Factors:

Lifting: light, under 15 pounds	Reaching above shoulders	Phone conversation
Carrying: light, under 15 pounds	Use of fingers	
Walking, intermittent	Standing, intermittent	
Kneeling, intermittent	Must be able to use computer	