

# Richfield Public Schools

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Position Title: Clerical Paraprofessional  
Department / Unit: Location as Assigned  
Accountable To: Business Manager  
Date of Latest Revision: June 1, 2010

## I. PURPOSE OF THE POSITION

To perform a considerable variety of building office or department clerical support responsibilities including but not necessarily limited to reception; switchboard; computerized or manual filing and recordkeeping; computerized database updating; computerized or manual report generation; cashiering / petty cash / activity accounts; ordering and inventory of office supplies; typing; materials processing and preparation -

## II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Actively interacts with and develops good relationships with students and staff in a positive manner that helps clearly communicate expectations of the students and therefore helps dampen disruptive and inappropriate behaviors.
- D. Answers and directs telephone calls to the appropriate individual or individuals.
- E. Greets students, staff and visitors, assisting them with various requests and transactions.
- F. Assists the building office staff with, preparation of materials, database updating and other projects as requested.
- G. Assists department staff with updating and maintaining various databases, report generation, filing, forms, ordering and inventorying of basic supplies, and other data compilation projects as scheduled or requested.

- H. Processes various transactions related to Schoolview.
- I. Word-processes letters, announcements, memos and other documents as requested in a timely and accurate manner.
- J. Photocopies, assembles and prepares materials for staff and student use.
- K. Helps keep the center in a neat and orderly condition through prompt reshelving of books and materials in the proper order, book or magazine repair, and setting up various displays of interest.
- L. Performs other job related responsibilities as assigned by the administration.

### III. QUALIFICATIONS

- High School or GED equivalent
- Demonstrated computer literacy and competence with the building's / department's / District's current office technologies including an ability to key at 60 wpm or higher with accuracy.
- Demonstrated interest and abilities to develop and sustain good relationships with students, staff and visitors.
- Demonstrated abilities to intervene and manage the reactions and results from such interventions.
- Excellent command of English in both oral and written form.
- Knowledge of the Spanish language preferred

### IV. WORK ENVIRONMENT

- Work is typically performed in an inside, temperature controlled environment.
- There is regular lifting and moving of materials and equipment weighing less than 50 pounds.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.*