

General Clerk - Campus

Job Description



Job Title: General Clerk - Campus

FLSA: Nonexempt

Reports to: Campus Principal

Pay Grade: Clerical/Para 2

Dept./School: Assigned Campus

Calendar Days: 187

Revised: 9.5.2024

Primary Purpose

The Campus General Office Clerk assists in efficient operation of school office and assist in clerical services for school.

Qualifications

Education/Certification:

- High School Diploma from an accredited high school or GED

Special Knowledge/Skills:

- Demonstrated proficiency in keyboarding skills
- Demonstrated effective organization, communication, and interpersonal skills
- Ability to understand and follow detailed written and verbal instructions

Experience:

- Minimum three (3) years successful clerical experience preferred

Major Responsibilities and Duties

Clerical

1. Perform data entry, maintain student information on a computer
2. Respond to inquiries for the public, parents, students, and campus staff
3. Remain current concerning campus events, courses, community resources, and related information
4. Assist with clerical tasks, including copying
5. Coordinate fund raisers, pictures, and translations
6. Maintain a log of visitors in the school
7. Receive incoming calls, take reliable messages, and route to appropriate staff
8. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work area assigned (classroom or office setting)
9. Assist with covering classes when a teacher is pulled for an emergency

Other

10. Comply with district policies, as well as state and federal laws and regulations

General Clerk - Campus Job Description



11. Adhere to the district's safety policies and procedures
12. Maintain confidentiality in the conduct of district business
13. Demonstrate regular and prompt attendance
14. Assume other duties as assigned by campus principal, direct supervisor, and the Superintendent of Schools

Supervisory Responsibilities

None

Evaluation

The General Clerk's evaluation is a responsibility resting with the principal. An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.