

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Title: Office Clerk (E)

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and performs various routine-to-moderately complex clerical and secretarial work to help ensure efficient and effective office operations; provides assistance to supervisor, co-workers, students and the general public as required. Position reports to the school principal or other assigned administrator.

ESSENTIAL FUNCTIONS

Performs a variety of routine clerical duties and some specialized duties according to assigned school and/or department;

Prepares offices and other administrative areas for daily business;

Answers the telephone; provides accurate information to callers and/or forwards call to appropriate staff person. Greets office visitors and performs customer/public services duties as required;

Assists supervisor and other school staff by performing a variety of clerical duties such as typing reports and correspondence, compiling data for reports, assembling materials, scheduling meetings and appointments, maintaining calendars., etc;

Enters employee / substitute data into computer; maintains leave records for staff;

Enters student records into computer; may maintain disciplinary records and prepare related notices and correspondence;

Assists with new student registration and orientation, as well as student withdrawals;

Assists with homebound student services;

Orders, issues and maintains inventory of textbooks;

Signs students in /out; issues tardy passes and early dismissal forms; sign visitors in / out;

Prepare, issues and maintains records of student identification cards;

Makes daily announcements over the public address system;

Provides clerical assistance to PTO volunteers and officers as necessary;

May perform routine bookkeeping duties, including collecting and receipting various monies, preparing deposits, preparing bills for payments due, etc;

Assists in setting up for special meetings, events and activities;

Maintains clean and orderly work areas; and

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Job requires a high school diploma or equivalent with a degree in Business or three years of verified secretarial, business or technical related experience.

Knowledge:

Job requires a knowledge of grammar, spelling, and punctuation; working knowledge of departmental policies, procedures, and operations. General knowledge of modern office equipment such as copiers and computers

Skills/Effort:

Job requires good written and verbal communication, organization, basic mathematical, and telephone skills; ability to interact with co-workers, students and school staff in a courteous and professional manner; ability to follow directions of supervisor; and demonstrates initiative and follow-through of assignments during unsupervised times during the day.

Working Conditions:

Working condition is an office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighting up to 35 lbs. Berkeley County School District is a smoke free district.

Responsibility:

No budgetary or supervisory responsibility

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES / APPROVAL:

_____ Date:_____

_____ Date:_____