



JOB DESCRIPTION

Office Clerical Assistant

GENERAL INFORMATION

Title:	Office Clerical Assistant	Union Status:	ESPA
Work Year:	Based on official school calendar plus 11 days	Reports To:	Building Principal
ISBE Classification/Code:	402	Evaluation:	Building Principal or designee
FLSA Status:	Non-Exempt	Supervisory Responsibilities:	None
Salary:	Schedule A Pay Scale	Benefits:	Board Paid Single Coverage

GENERAL RESPONSIBILITIES:

The Building Office Clerical Assistant serves as a face of the school, greeting students, parents, and visitors while performing a variety of clerical tasks requiring detailed knowledge of school procedures and policies and supports Administration with routine administrative and clerical details. Assumes Building Secretary responsibilities in their absence.

ESSENTIAL FUNCTIONS:

- Organize and maintain an efficient and effective office that handles a variety of tasks for building Administration, staff, students, and parents of the school
- Perform secretarial and clerical tasks of a varied nature
- Distribute mail and handle correspondence of the office
- Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines
- Meet, greet, and screen visitors; answer telephone calls in a pleasant and efficient manner, and communicate effectively in routine, sensitive, and confidential matters
- Maintain all attendance records and reports for students
- Create and maintain cumulative files for students
- Assist with the registration of new students
- Coordinate bus passes with the transportation department
- Assist in the health office if needed
- Have the ability to work from home, in the event work from home is provided by the district, including the ability to access WIFI
- Check and respond to District email at a minimum of once daily
- Other duties as assigned by Administrator or designee

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Excellent communication and interpersonal skills
- Experience with completing records, reports and schedules on a timely basis
- Excellent communication and interpersonal skills
- Computer proficiency/ability to work in a fast-paced environment under conditions including noise and interruptions
- Highly organized, flexible, able to work on multiple projects at one time
- Have the ability to work from home, in the event work from home is provided by the district, including the ability to access WIFI
- Ability to work cooperatively and communicate effectively and positively with all stakeholders and with a diverse population



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EDUCATION, CREDENTIALS and/or EXPERIENCE:

- High School Diploma required
- Prior school experience a plus

PHYSICAL DEMANDS and WORK ENVIRONMENT:

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is regularly required to reach with their hands and arms. The employee is regularly required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard.

In the work environment, the employee is regularly exposed to video display and regularly works in office environmental conditions. Occasional opportunities may be available for work in the evening or on weekends. The employee is occasionally exposed to outdoor weather conditions. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed/Revised:

July, 2022

Salary and Benefits Information Updated 5/25

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.