



EAST BATON ROUGE PARISH SCHOOL SYSTEM

Job Title: Clerical Assistant/Clerk

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: CLH03 to CLH05

Summary: A Clerical Assistant/Clerk's primary role involves performance of complex and important clerical operations and exercises judgment based upon knowledge gained through experience.

Essential Duties and Responsibilities:

- Reads incoming mail and assembles files and other material to facilitate reply by a superior.
- Composes and drafts correspondence, requiring knowledge of departmental operations and regulations, which may not be reviewed by a superior.
- Maintains mailing lists and responsible for mailing circulars or releases periodically.
- Acts as secretary to an official in cases where assignments call for the use of judgment in making decisions in accordance with established policies and procedures.
- Maintains general office files, simple account records, and a variety of other office records.
- Provides support during official meetings, data accounting reports, forms, payrolls, specifications and other material from rough drafts or instructions.
- Ensures that procedures are followed and production maintained
- Answers telephone or acts as office receptionist, route calls and visitors, gives routine information to the public not involving interpretation of laws, ordinances or departmental policies.
- Maintains general office files, simple account records, and a variety of other office records.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

Must have a high school diploma or high school equivalency plus one year of clerical experience. Must be able to understand and interpret written and verbal instructions. Must keep accurate, up-to-date written records.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said



professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.