

FAYETTE COUNTY PUBLIC SCHOOLS

Student Worker – Clerical Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned location
REPORTS TO:	Assigned Principal/Supervisor
SALARY:	Salary based on Fayette County Public School System hourly pay rates for non-benefited positions

FLSA STATUS:	Non-Exempt
WORK CALENDAR:	As Needed
APPROVED (Board):	
REVISED:	

SUMMARY: Assist with routine and basic clerical support

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Perform routine office practices associated with clerical duties (e.g., maintain visitor’s log, maintain/create/process records or reports, schedule and prepare physical settings for meetings)
3. Assist with filing and basic office functions
4. Answer telephone and take messages
5. Make copies of documents and assemble materials
6. Manage incoming and outgoing mail
7. Use standard office equipment to complete work assignments
8. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

16 years of age or older
Ability to work at various locations as needed

PHYSICAL DEMANDS:

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission’s Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.