



Policy GFAHA: Job Description: Clerical (Bookkeeper/Secretary/Office Assistant/ Receptionist)

Status: ADOPTED

Original Adopted Date: 05/12/2025 | **Last Reviewed Date:** 05/12/2025

Basic Function:

Clerical positions provide administrative and clerical support to ensure the smooth operation of the schools, departments or the district office.

This position involves handling office tasks, managing records, assisting staff, and may involve interacting with students, parents, employees, and the public.

Qualifications:

- High school diploma or equivalent.
- Previous clerical or administrative experience in an educational setting preferred.
- Knowledge of the use of office equipment and competence in the use of computers.
- Proficiency in Microsoft Office Suite (Word, Excel, etc.), and other districts utilized software a plus.
- Strong organizational skills with the ability to multitask and prioritize duties effectively.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion
- Strong interpersonal skills and the ability to work collaboratively with staff, students, employees and parents.
- Attention to detail and accuracy in record-keeping.
- The ability to lift and carry a minimum of 10 pounds as needed.

Duties and Responsibilities:

- Perform general office duties, including answering phones, responding to emails, filing and data entry.
- Maintain accurate records, ensuring confidentiality and compliance with district policies.
- Process school or office documentation, paperwork and bookkeeping.
- Prepare correspondence, reports, and other school-related documents.
- Greet and assist visitors, providing information or directing them to the appropriate personnel.
- Manage schedules, meetings, and appointments for school administrators and staff.
- Manage office supplies and ensure materials are stocked and available as needed.
- May assist with school communications and special projects as assigned.
- Adhere to district policies, procedures, and regulations.
- This role may require extended periods of sitting and standing.
- Performs other such duties and responsibilities as may be assigned by the the Supervisor for this position.

Reports To: Hiring Supervisor/School Administrator for the position.

Terms of Employment: Full-time: Days determined by the district for the position.

Salary Scale: Policy GGBH

