



Submitted For
Approval: 6/11/2019
Effective: 7/1/2019

JOB TITLE:	CLERK SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8731, 8733, 8734, 8735, 8737, 8333
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Maintains good public relations. Because situations arise in a school which require someone with composure and also someone who can be respectful under any and all circumstances. Maintains a smooth and efficient atmosphere under trying and stressful conditions. This employee may be assigned to various clerical assignments throughout the school complex as needed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Acts as clerk in general areas of school offices

Performs any and all office duties which may include answering telephone, acting as receptionist, handling inquiries from the general public, parents, teachers and students, operating office machines, preparing, word processing and duplicating materials

Assists with the preparation for opening and closing of school

Assumes responsibility for one major duty in most schools

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Word processing skills

Successful clerical experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience taking notes and providing a record of meetings/events for supervisor

Experience in a diverse workplace