

OFFICE CLERK

Purpose Statement

The job of Office Clerk was established for the purpose/s of greeting and directing visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; and providing general clerical support in the main office of the school. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds established Board of Education policies, regulations and administrative procedures.

This job reports to Building Principal or Administrator Designee

Essential Functions

- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains building information (e.g. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Maintains reception area materials (e.g. newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Performs other related duties as assigned (e.g. lunchroom supervisor, small group supervision, individual student supervision, school emergency support, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc) for the purpose of distributing materials to appropriate parties.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications; customer service; effective listening; interpersonal aptitude; office practices; operating equipment; use of technology; and problem solving.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; current and emerging technology; english grammar/punctuation/ spelling/vocabulary; office practices; and safety practices.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: teamwork; reliability; organizing; multi-tasking; meeting schedules/deadlines; detail oriented; dealing with frequent interruptions; confidentiality; communication with persons of diverse backgrounds/knowledge/skills; and adaptability/flexibility.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Pre-employment Physical Exam
Pre-employment TB Test

Certificates & Licenses

High School Diploma or Equivalent

Continuing Educ. / Training

Evaluation as outlined in the PASS Negotiated Agreement

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

10/26/2009

Salary Grade

Employee Signature _____ Date _____