

Orcas Island School District
Job Description
Office Clerk

Reports to: School Principal/Program Supervisor
FLSA Status: Classified Hourly
Work Schedule: School Term

Evaluated By: School Principal/Program Supervisor
Salary: Per PSE negotiated salary schedule

JOB SUMMARY

This position may provide support across the Elementary, Middle, and High School offices, as well as the Special Education and/or Athletic departments. Responsibilities may include a wide range of tasks such as receptionist duties, record tracking, budget and financial reconciliation, accounts receivable, cash handling, purchasing data entry, preparing documents and reports, and other general support functions as needed.

ESSENTIAL JOB FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. The employee may perform all or a combination of several of the following duties:

- Perform all required secretarial/office duties as directed. Greet, assist/direct all visitors; answer and assist/direct all telephone callers; accurately record and relay messages.
- Supervise students as assigned.
- Prepare correspondence, reports, mailings, and publications as directed.
- Prepare receipts and record payments as directed.
- Prepare and process purchase orders as directed, making corrections as needed; monitor delivery status of all orders.
- Maintain and reconcile MS/HS ASB and Athletic department accounts.
- Maintain and reconcile ferry tickets and all credit card purchases as directed.
- Maintain a variety of program records; research and track records for compliance and/or completion; input data into computer; produce reports as requested.
- Maintain inventory and order supplies; maintain and oversee copy and fax machines.
- Open, sort and distribute mail (internal and external); prepare and process outgoing mail.
- Use personal computers and various computer software programs and on- line databases; perform data entry and word processing functions.
- Create, maintain and retrieve a variety of files, logs and other records/documents (computer and hard copy) to ensure accurate, up-to-date information is available.
- Establish and maintain working relationships that foster efficiency and productivity and promote cooperation with administrators, fellow employees, students, parents and the public.
- Work independently with a minimum of supervision.
- Attend meetings and trainings as directed.
- Comply with all district policies and procedures.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High School Diploma or the equivalent.
- Education, training, skills and experience necessary to carry out the assignment.
- Previous clerical experience and proficiency in WORD, Excel, Quicken and Google Docs, preferred.

Skills

- Knowledge of proper English grammar, spelling, and usage in both oral and written communication.
- Knowledge of basic math, effective office operations and procedures, and alpha-numeric filing systems.
- High level keyboarding and data entry skills; proficiency in operating a variety of office machines; ability to operate a computer and learn the operation of specific software programs.
- Ability to set up and maintain accurate files and records.
- Ability to work in an atmosphere where interruptions occur frequently and priorities are often modified using a high degree of flexibility.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Ability to initiate, organize, set priorities, meet deadlines, attend to detail, follow through on a variety of assigned tasks and communicate status of tasks to supervisor.
- Ability to understand and complete oral and written instructions.
- Ability to work independently or in a team environment.
- Ability to stay on task and remain focused on the needs of the department.
- Ability to learn new procedures quickly.
- Ability to maintain confidentiality.
- Ability to report to work with regular and reliable attendance and punctuality.
- Ability to lift and/or move up to 30 pounds and willing and be able to abide by safety rules and standards, including safe lifting techniques.
- Ability to stand, walk, lift, bend/stoop, push/pull, handle/finger and reach

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to stand and/or work at a computer monitor for prolonged periods; and must be able to walk, crouch, crawl, bend, kneel, and lift/move objects up to 30 pounds such as files, boxes, etc. Flow of work and character of duties involves normal mental and visual attention much or all of the time. Concentration and attention to detail for repetitive tasks is required. The employee may deal with distraught or difficult individuals and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

SPECIAL REQUIREMENTS

Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance

The Orcas Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA and Title IX Coordinator:

Lorena Stankevich, Special Education Director, (360) 376-1561, Orcas Island School District, 557 School Rd., Eastsound, WA 98245

Civil Rights Compliance Coordinator:

Eric Webb, Superintendent, (360) 376-2284, Orcas Island School District, 557 School Rd., Eastsound, WA 98245