

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • Parma, Ohio 44134

GENERAL CLERK

WORK SCHEDULE: 38-52 Weeks

JOB CLASSIFICATION: GC1

SALARY SCHEDULE: G; Code E

CIVIL SERVICE: Classified

RESPONSIBLE TO: Building Principal

- QUALIFICATIONS:
1. Knowledge of modern office practices and procedures.
 2. Ability to operate standard office equipment.
 3. Ability to keep records accurately.
 4. Ability to assist with telephone communications in a professional manner.
 5. Ability to type 30 words per minute.
 6. Knowledge of proper filing methods and procedures.
 7. Minimum competency in mathematical skills.
 8. Ability to meet deadlines.
 9. Ability to maintain confidentiality of information.
 10. One year of related office experience or equivalent.
 11. Possess regular and predictable attendance.

MAJOR FUNCTIONS: Under general supervision, performs general clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. General typing which may include requisitions, reports, bulletins, letters, memos, etc.
2. Keep appropriate records.
3. Maintain and compile data for reports.
4. Perform general filing.
5. Perform bookkeeping functions and maintain reports necessary to this function.
6. Answer the telephone in a gracious, business-like manner.
7. Be responsible for general office routine unique to that office.
8. Mobile Unit clerks will schedule students for services, and accompany students to and from neutral sites.
9. Perform other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
2. The position requires the individual to be able to interact with the public and other staff, meet demands from several people and work alone.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.