

Poquoson City Public Schools

JOB DESCRIPTION

TITLE: Office Clerk-This position is ___ exempt or _X_ non-exempt

PRIMARY FUNCTION: Performs a variety of routine office procedures using clerical, word processing and computer skills with appropriate instruction and supervision.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent with some office experience. Sufficient strength, agility, dexterity, oral and written communication skills required to perform all performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computer word processing software
- Training in use of word processing software and initiative to learn other computer programs
- Ability to follow written and oral instructions
- Ability to communicate well with others in a pleasant and effective manner

PERFORMANCE RESPONSIBILITIES:

- Greets and screens individuals at security window in a courteous and effective manner
- Maintain a pleasant attitude, being courteous toward co-workers, students, parent, and visitors
- Manages student attendance daily and prints weekly report
- Signs in tardy students
- Monitor transportation radio to assist with student arrival and dismissal
- Prepares and maintains registration packets; processes all registrations, withdrawals, and maintains student records associated with registrations and withdrawals
- Prepares and maintains all data entry for Power School
- Answers the telephone and fields a variety of calls
- Receives incoming packages
- Distributes mail
- Monitors supplies
- Prepares staff/teacher rosters
- Works with the bookkeeper/secretary and administrators when needed
- Other duties as assigned

PHYSICAL REQUIREMENTS OF THE POSITION:

Work requires stooping, reaching, grasping and repetitive motions; physical agility to lift up to 40 pounds; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken work; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

TERMS OF EMPLOYMENT:

Compensation according to School Board Pay Plan – 210 days

REPORTS TO: School Principal

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

Approved by the Assistant Superintendent for Operations – December 2023