



Updated June 2025

Job Title:	OFFICE CLERK - Middle School	Reports to:	Principal
FLSA status:	Non-Exempt	Supervisor duties:	none
Classification:	Classified	Term:	10 month
Position Summary:	Assists in routine and repetitive clerical tasks; performs work required pertaining to the smooth functioning of the school's main office.		

ESSENTIAL DUTIES & RESPONSIBILITIES*:

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Maintain a tidy front desk area and an attractive and comfortable reception area for visitors
- Answer phones and relay messages, providing a tactful, courteous and informed contact for staff, parents, and the community.
- Greet and provide supportive information to any visitors to campus and maintain a record of their visit.
- Separates those items that are of a confidential nature from those that are not.
- Applies general office practices and procedures, e.g., organizes the office; orders and maintains supplies; opens and processes incoming mail; receives and places telephone calls and recorded messages; maintains an organized filing system; greets and assists visitors; operates a variety of office machines.
- Inventories, orders and distributes supplies for students and staff.
- Processes requests for student records from other schools
- Serves a support for copy machine issues
- Assists other office personnel in fulfilling their job functions in the event of an absence
- Responsible for processing purchase requisitions
- Assist with student supervision when needed
- Provide support to the school administration as needed

*As a result of the ever changing demands of a school office environment, other duties may be assigned to ensure the smooth operation of the office.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to take direction from School Administration and adapt to changes when administrative decisions are made
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to handle confrontation and conflict without an emotional response.



QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- ☐ High School diploma or equivalent
- ☐ Preferred: Two years previous office clerical experience (preferably in a school district)
- ☐ Able to use multi-line phone system

Computer Proficiency:

- Google Office Tools (preferred)
- Ability to learn new computer-based programs quickly

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move 20 pounds and could occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.