

JOB DESCRIPTION: Building Clerk

BASIC FUNCTION: Perform a variety of general clerical duties in support of an assigned school office or program; answer phones and greet and assist students, parents, staff and visitors.

QUALIFICATIONS:

1. Successfully pass a medical examination to determine good health;
2. Previous office experience preferred to include word processing, computer database management, bookkeeping, filing, telephone and correspondence responsibilities;
3. Ability to establish and maintain cooperative and effective working relationships with others;
4. Dependable work record;
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

EDUCATION AND EXPERIENCE: Sufficient training and experience to demonstrate the knowledge and abilities as listed.

KNOWLEDGE OF:

1. Modern office practices, procedures and equipment.
2. Telephone techniques and etiquette.
3. Basic record-keeping and filing techniques.
4. Correct English usage, grammar, spelling, punctuation and vocabulary.
5. Operation of a computer and assigned software.
6. Oral and written communication skills.
7. Interpersonal skills using tact, patience and courtesy.
8. Basic first aid.

ABILITY TO:

1. Perform a variety of general clerical duties in support of an assigned school office or program.
2. Answer telephones and greet the public courteously.
3. Learn school and program objectives, policies, procedures and goals.
4. Advanced typing/data entry skills.
5. Operate a variety of office equipment including a computer and assigned software.
6. Understand and follow oral and written directions.
7. Establish and maintain cooperative and effective working relationships with others.
8. Communicate effectively both orally and in writing.
9. Complete work with many interruptions.
10. Receive, sort and distribute mail.

REPORTS TO: Building Administrator

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ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.
2. Receive, greet and direct visitors.
3. Enforce school security rules and procedures.
4. Respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.
5. Perform a variety of general clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials.
6. Perform a variety of clerical duties related to student attendance accounting and record-keeping activities as required. Provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting. Verify excused and unexcused absences; process and verify student absence information from parents and teachers within two hours of the start of school day.
7. Input data into an assigned computer system; generate computerized lists and reports as requested.
8. Administer first aid and dispense approved medication to students in accordance with organizational policy as assigned.
9. Assist with student arrival and student dismissal.
10. Greet and assist substitute personnel and monitor attendance of substitutes when necessary.
11. Prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.
12. Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.
13. Operate a variety of office equipment including, but not limited to, a copier, fax machine, laminator, typewriter, computer and assigned software.
14. Monitor inventory levels of office supplies; assist with ordering, receiving and maintaining inventory of office supplies.
15. Maintain ethical and moral standards inclusive of confidentiality of information about students and staff.

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16. File necessary child abuse/neglect reports, as necessary.

17. Perform such other tasks and assumes such other responsibilities as the Building Administrator, or designee may assign, in accordance with Board of Education policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.
2. Constant interruptions.

ESSENTIAL PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Hearing and speaking to exchange information in person and on the telephone.
3. Sitting or standing for extended periods of time.
4. Seeing to read a variety of materials.
5. Bending at the waist, kneeling or crouching to file materials.
6. Moderately heavy lifting.

TERMS OF EMPLOYMENT: Category of Position – 4. Work year based on 190 work days at 7 hours per day. Hourly rate of pay and Fringe Benefit Package I as established by the Board of Education.

EVALUATION: Performance in this job will be evaluated in the first year of employment and at least once every two years thereafter, by the Building Principal or designee.