

# SCHOOL DISTRICT OF ST. JOHNS COUNTY

## CLERK

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School Diploma, General Equivalency Diploma (GED), or equivalent.
- (2) Minimum of one year's clinical experience or graduate of training program.
- (3) Computer experience required for some positions.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate a computer and software applications. Ability to handle confidential materials in professional and courteous manner. Microsoft Word and Excel proficient. Ability to work cooperatively with others. Ability to handle multiple tasks in a professional and courteous manner. Knowledge of business English, spelling and arithmetic. Ability to follow oral and written instructions. Skill in typing rough drafts or copy at a rate of 35 wpm with five or less errors. Ability to operate common office machines such as calculators and duplicating machines.

#### REPORTS TO:

Confidential Secretary and Principal

#### JOB GOAL

A staff member performing assigned clerical operations and related activities. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Type articles, reports, statements, etc.
- \*(2) Operate common office machines.
- \*(3) Sort and file correspondence.
- \*(4) Complete and mail routine forms, form letters, and complete data from requisitions, listings, time reports and other records.
- \*(5) Assist other staff and fill in as needed.
- \*(6) Receive deliveries, send and distribute mail.
- \*(7) Keep N Track school administrator.
- \*(8) Make/receive telephone calls and take messages.
- \*(9) Enter tardies and early dismissals in eSchool Plus.
- \*(10) Maintain school's telephone director.
- \*(11) Receive/disburse interoffice and U.S. mail.
- \*(12) Lunch duty.

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- \*(13) Perform duties as assigned by the Confidential Secretary or Principal.

### **Expectations of All Employees**

- \*(14) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(15) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- \*(16) Ensure adherence to good safety standards.
- \*(17) Maintain confidentiality regarding school/workplace matters.
- \*(18) Model and maintain high ethical standards.
- \*(19) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(21) Demonstrate initiative in the performance of assigned responsibilities.
- \*(22) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! Program and with modeling the characteristics of citizenship, character education and literacy.

### **Inter/Intra-Agency Communication and Delivery**

- \*(23) Respond to inquiries and concerns in a timely manner.

### **Professional Growth and Improvement**

- \*(24) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

### **Systemic Functions**

- \*(25) Keep supervisor informed of potential problems or unusual events.
- \*(26) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(27) Prepare or assist in preparation of all required reports and maintain all appropriate records.
- \*(28) Represent the District in a positive and professional manner.
- \*(29) Demonstrate support for the School District and its goals and priorities.

### **Leadership and Strategic Orientation**

- \*(30) Set high standards and expectations for self and others.
- \*(31) Exhibit interpersonal skills to work as an effective team member.
- \*(32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Approved compensation plan per current negotiated agreement.

10 or 12 Month Position

7.5 or 8 Hours per Day

## **CLERK**

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

**POSITION CODE:** Varies 63092, 61296 & 73092, 77393

**Pay Type:** 96

**Salary Range:**

**FLSA STATUS:**

**BOARD APPROVED:** April 1999

**REVISED:** September 2017