

SCHOOL DISTRICT OF ST. JOHNS COUNTY

CLERK, ADMINISTRATIVE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or General Equivalency Diploma (GED).
- (2) Hold a valid driver's license.
- (3) Minimum of one (1) year clerical experience or advanced training beyond high school.
- (4) Computer Experience.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of grammar, spelling and Business English, and math. Ability to make delivery and pickups for general district correspondence/mail. Ability to use the Internet effectively for general research. Ability to communicate orally and in writing. Demonstrated ability to interact and work well with people. Ability to fill in as a back-up to existing department staff or school staff. Ability to follow written and oral instructions. Ability to operate common office machines, computers and software applications. Ability to work cooperatively with others. Ability to answer a telephone in a professional and courteous manner. Ability to handle confidential materials. Ability to handle multiple tasks in a professional and courteous manner.

REPORTS TO:

Principal or Supervisor

JOB GOAL

To provide administrative and clerical support to schools and/or departments in day-to-day operations. 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) Create or finalize draft documents, memos, and other office correspondence and documents as needed using MS Word and MS Excel (and other software programs as assigned).
- * (2) Effectively operate common desktop PC's using Microsoft Office and MS Windows.
- * (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) Make phone calls, answer calls and take messages.

CLERK, ADMINISTRATIVE (Continued)

- *(6) Assist with meeting preparation, setup/takedown of any projector equipment or meeting materials.
- *(7) Conduct research using the Internet as needed.
- *(8) Assist other office staff and fill in as needed.
- *(9) Copy and Fax documents as needed.
- *(10) Shred confidential and sensitive data as needed.
- *(11) Pickup and deliver district correspondence/mail as needed.
- *(12) Receive deliveries, verify quantities and submit packing slips.
- *(13) Organize and maintain office supplies, forms, paper, and materials.
- *(14) Perform other duties as assigned by immediate supervisor.

Expectations of All Employees

- *(15) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(16) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(17) Ensure adherence to good safety standards.
- *(18) Maintain confidentiality regarding school/workplace matters.
- *(19) Model and maintain high ethical standards.
- *(20) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(22) Demonstrate initiative in the performance of assigned responsibilities.
- *(23) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

Staff Development

- *(24) Engage in a continuing improvement of professional skills and knowledge.
- *(25) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- *(26) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and character education.

Inter/Intra-Agency Communication and Delivery

- *(27) Communicate effectively with department members, district office and school staff, administrators and the general public.
- *(28) Keep supervisor informed of potential problems or unusual events.
- *(29) Respond to inquiries and concerns in a timely manner.
- *(30) Serve on school/district committees as required or appropriate.

System Support

- *(31) Exhibit interpersonal skills to work as an effective team member.
- *(32) Demonstrate support for the School District and its goals and priorities.
- *(33) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(34) Prepare all required reports and maintain all appropriate records.
- *(35) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

CLERK, ADMINISTRATIVE (Continued)

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District. This position may be required to work beyond a 40-hour work week on an as needed basis. Classification: Administrative, Managerial, Confidential

EVALUATION:

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

POSITION CODE:

63092, 61296, 73092, 77393

PAY GRADE: A

BOARD APPROVED:

Board Approved May, 2006

REVISED: