

**JOB DESCRIPTION**  
**Tolleson Union High School District**

**Clerical Support II- Health/Bookstore Clerk – Grant Funded**

**Purpose Statement**

The job of Clerical Support II- Health/Bookstore Clerk is done for the purpose/s of providing equal clerical support to the nurse and bookstore manager at the school site, communicating information to students, parents, and staff; maintaining confidential student information, files, and/or data.

**Essential Functions**

**HEALTH**

- Assists the nurse on a daily basis with handling student health records and employee emergency medical forms (e.g. prescription dispensing log, accident report).
- Maintain a high level of confidentiality for the purpose of ensuring privacy.
- Process documents and materials for the purpose of disseminating information to appropriate parties and ensuring accuracy of data.
- Administers medications under the direction of a health care professional and emergency first aid when nurse is not present (e.g. insect bites, nausea, shortness of breath, seizures, dizziness, headaches, sprains, chest pain, etc.) for the purpose of meeting the health care needs of students.
- Maintains inventory of medical and office supplies for the purpose of ensuring items availability as needed.
- Maintains student health records and employee emergency medical forms (e.g. prescription dispensing log, accident reports, claim forms, etc.) for the purpose of providing information required by state and federal requirements.
- Performs record keeping and clerical functions (e.g. data entry of medical alert status, shot records, filing nurse's notes, withdrawing students, answering calls, copying faxing, etc.) for the purpose of supporting health services activities.
- Processes student insurance reports (e.g. injuries incurred during a school sponsored event/school grounds, accident reports, medical bills, etc.) for the purpose of ensuring completeness of records and complying with contract provisions.

**BOOKSTORE**

- Assists the bookstore manager on a daily basis for the purpose of ensuring all bookstore operations have adequate support.
- Assists in preparing a variety of reports and documents (e.g. daily deposits, collection letters to parents) for the purpose of conveying information and/or providing audit trail.
- Assists in maintaining inventory of textbooks, related instructional materials and supplies for the purpose of ensuring the availability of merchandise.
- Distributes textbooks to classes and/or students for the purpose of providing students with required instructional materials.
- Assists with processing textbook orders (e.g. reviews requisitions, course listing, order specifications, etc.) for the purpose of providing required textbooks and supplemental instructional materials for scheduled courses.

**Job Requirements: Minimum Qualifications**

## **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications such as Microsoft Word and Excel computer applications; preparing and maintaining accurate records. Administering first aid/CPR and injections; performing vision, hearing, blood pressure screening tests; handling body fluids and waste materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: common office machines and software and office methods and practices and emergency first aid/CPR procedures; and health standards and reporting procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: data input.

### **Responsibility**

Responsibilities include: working with immediate supervision; providing information and/or advising others.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. This job is performed under some hazardous conditions and in varying atmospheric conditions.

### **Education**

High School diploma or equivalent.

### **Experience**

Job related experience is preferred  
CPR/First Aid preferred

### **Required Testing**

Pre-employment Proficiency Test

### **Clearances**

Criminal Justice/Fingerprint Clearance  
TB Clearance

### **FLSA Status**

Non-exempt

### **Approval Date**

5/12/2016

### **Salary Range**

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