

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Early Childhood Clerk</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	7
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	507
<b>Reports to:</b>	Early Childhood Department Director and/or Assistant Director

### **JOB SUMMARY**

Under the general supervision of the Early Childhood Department Director and/or Assistant Director, the Early Childhood Clerk has specialized responsibility for assigned major department operational functions (e.g., record keeping, finance, human resources, purchasing, payroll, secretarial assistance).

### **ESSENTIAL JOB FUNCTIONS**

- Coordinates and processes recruiting and hiring of new personnel (i.e., obtains approvals, advertises positions, schedules interviews, checks references, notifies human resources department of hiring).
- Orients and processes new hires (i.e., creates employee file, orients, processes payroll information, fills out necessary forms, sets up voice mail and assigns mail box, enters employee on HSFIS).
- Processes ongoing personnel actions and maintains personnel files (e.g., enters employment information into computer, processes terminations, reports certified employee information to Human Resources department).
- Researches and resolves personnel-related problems (e.g., personnel actions, voice mail errors).
- Tracks staff qualifications and certifications to ensure compliance with federal and district standards.
- Receives and receipts fees and tuitions.
- Processes checks, prepares bank deposits, balances checkbook, and maintains related documentation files and records.
- Maintains departmental financial records and prepares financial reports.
- Tracks, maintains and manages departmental budgets (e.g., posts deposits and expenditures, monitors budget levels, processes budget transfers).
- Processes and tracks billings (e.g., building rental payments, fuel purchases, telephone cards). Enters billing information into computer, documents billings and sends documentation to accounts payable office.
- Processes employee reimbursements (i.e., obtains approvals for employee reimbursements, enters related information into computer, transmits documentation

- to accounts payable).
- Processes reimbursements from grant funds (i.e., obtains supervisor and department director approvals, creates list of checks to be reimbursed, enters reimbursement information into computer, transmits documentation to accounts payable).
  - Makes out-of-state travel arrangements; tracks and processes accounting and reimbursement (e.g., flight and hotel reservations, conference registrations, receipt processing).
  - Processes orders (i.e., obtains required approvals and enters orders into computer).
  - Receives, inventories and distributes orders; transmits documentation to accounts payable.
  - Researches and follows up on delayed orders and on payments.
  - Conducts open enrollment (i.e., attends insurance representation meeting, answers employee questions, enters employee insurance information into computer, and transmits forms to district insurance department).
  - Processes Worker's Compensation Claims
  - Researches and resolves insurance-related problems.
  - Processes payroll for Early Childhood personnel (full and part-time, extra duty, subs, career ladder, miscellaneous). Determines accounts to be charged and maintains payroll lists.
  - Researches and resolves payroll problems.
  - Administers HSFIS system and provides related training to Davis, Morgan and Summit counties plus personnel from other district/agency head start programs. Manages administration module. Coordinates and monitors entry of HSFIS students.
  - Maintains student/family records, information and files. Updates record of changes, transfers and withdrawal dates.
  - Compiles information and prepares required attendance records, class lists, and reports. Prepares records for state and federal special education student contracts.
  - Assigns server identification numbers to teachers. Enters serving time for special education services for each school site and for district.
  - Takes special education referrals.
  - Monitors and maintains system (e.g., sets up staff passwords, requests required computer tech assistance, assists staff with system usage).
  - Maintains file server (i.e., down file server, reloads and maintains ARCServe).
  - Schedules facilities and arranges equipment set-up.
  - Prepares annual building schedule calendar and facility schedules for staff.
  - Creates invoice for building rental.
  - Assists in providing general secretarial services to departmental staff (e.g., prepares correspondence, processes field trip requests, answers and transfers telephone calls, processes special education referrals, schedules building facilities, accepts and receipts tuition fees).
  - Assists in maintaining program web-site and social media accounts.

### **MINIMUM REQUIREMENTS**

- May be required to complete SYSOP, HSFIS or other courses after employment.
- Three (3) years of experience related to the above tasks, knowledges, skills and abilities or an equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Proficiency in use of personal and mainframe computer programs (Windows, word processing and spreadsheet programs).
- Strong organizational skills.
- Basic knowledge of bookkeeping.
- General office skills.
- Good interpersonal skills for interacting with office staff and visitors.
- Ability to process purchase orders.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, mental acuity, repetitive motion, speaking, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

*The Davis School District has the right to revise this position description at any time.*