



Job Description Office Clerk Aide

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 177 Days

Experience Required: Experience working in a professional office setting.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Support Staff.

Direct Supervisor: Building Principal.

Primary Work Location: Office setting.

Certification: None.

Job Summary: Perform a wide variety of clerical and secretarial duties and maintains good public relations with students, parents, staff, and the general public.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Answer phone, receive messages, and respond to inquiries by staff, parents, or patrons of the district in a professional manner.
- Greet all visitors to the building and ensuring they are directed to the appropriate location.
- Type or prepare reports, compile data, and distribute information.
- Input data for recordkeeping in multiple software systems.
- File and sort paperwork.
- Produce brochures, handbooks, notebooks, flyers, and meeting agendas.
- Maintain and order supplies; organize storage areas.
- Maintain confidentiality.
- Attend meetings as directed.
- Work additional hours or overtime as directed.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Administrative and clerical procedures and systems.
- Spelling of words, rules of composition, and grammar.
- Principles and practices of good of customer service.

Skills

- Strong written and oral communications and relational skills.
- Interpersonal and organizational skills are required.

Effective Date:



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- Proficient in Microsoft Office.
- Highly accurate with numbers.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Self-starter and work independently.
- Communicate in a professional manner.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and students.
- Lift up to 25 pounds.
- Coordinate multiple tasks at one time.
- Must be able to successfully complete a background investigation.
- Work a flexible schedule.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date