

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Clerical Aide

II. PRIMARY FUNCTION

To contribute to the efficient operation for all central administrative offices as well as offer duties required with telecommunications and reception workload

III. REPORTS TO

Superintendent and/or designee

IV. QUALIFICATIONS

- High school diploma
- Demonstrates familiarity with district philosophy, program and policies
- Ability to relate successfully with the public, both in person and via telephone
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Operates various copying machines and completes requested copying requests
- Assists in maintaining and operating the telecommunications system in central office
- Greets all visitors to central office and maintains the reception area
- Performs other necessary clerical tasks connected with the operation of the central office
- Assists with the district mailing
- Operates the fax machine
- Distributes all mail to central office personnel
- Assists with the recording of central office deliveries and supplies
- Assists with the processing of work papers
- Assists with the requests from parents/public relative to the school district
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Twelve (12)-month position – as per BOE/ESEA contract

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Job Description/Section VIII CLERICAL AIDE

APPROVED: November 22, 2010