

WAUNAKEE COMMUNITY SCHOOL DISTRICT

COPY CLERK

Job Description

QUALIFICATIONS:

- 1) High school diploma (additional related training desirable but not required)
- 2) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Business Manager

GENERAL RESPONSIBILITIES:

Produce copy work requested by all building staff in a timely manner. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1) Read and follow copy work instructions. Process copy work.
- 2) Communicate with employees to clarify copy work requests.
- 3) Fix minor machine jams on both Xerox and Risograph machines.
- 4) Prepare postage for district mail using postage meter machine.
- 5) Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

- 6) Perform other responsibilities as assigned by the Business Manager.
- 7) Promote a positive image of the District at all times.

Adopted: 9/8/97

Revised:

Waunakee Community School District