

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**

**Job Description**

**TITLE:** School Clerk

**(FLSA Status: Non-Exempt)**

**MINIMUM QUALIFICATIONS:**

1. U. S. Citizen or authorized alien
2. High School Diploma
3. Aptitude for General Clerical Skills
4. Ability to maintain working relationships with those contacted in the performance of duties, to include all other employees

**REPORTS TO:** School Principal

**JOB SUMMARY:** Performs routine typing and office work involving the usual clerical routines and practices associated with an efficient, productive and well-managed school.

**ESSENTIAL JOB FUNCTIONS:**

1. Acts as school receptionist
2. Types and processes correspondence, forms, reports as necessary.
3. Operates office machines.
4. Verifies semester grades and current grades for all athletes, types eligibility lists.
5. Gives information and answers complaints relating to the school, refers caller to proper person.
6. Receives tardy students, issues passes, makes home calls if applicable.
7. Checks out students when applicable.
8. Maintains accident reports.
9. Maintains calendar of events.
10. Places and receives telephone calls and records messages.
11. Establishes and maintains appropriate files and records.
12. Maintains supplies as needed for employees (teachers, etc.)
13. Registers new students when necessary.
14. Obtains audio visual aids (filmstrips, etc.) from media center.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Assists staff members, answers routine questions.
2. Performs other duties assigned by principal.

**PHYSICAL DEMANDS:**

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate frequent periods of walking throughout the shift.
5. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
8. Must handle numerous duties:
  - A. Fine Motor Skills
    - 1) Typing
    - 2) Copying
    - 3) Adding Machine
    - 4) Computer
    - 5) Filing
    - 6) Binding
    - 7) Writing out forms
  - B. Grasping
    - 1) Manuals
    - 2) Boxes
    - 3) Journals

**TERMS OF EMPLOYMENT:** Ten (10) months per year, salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Incumbent)

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

**Original- Human Resources Dept**

**Copy - School**

**Copy - Employee**