



**BRIEF DESCRIPTION OF POSITION:**

Provides clerical support for faculty and staff, such as duplicating, typing, filing, and maintaining simple records, as requested.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- a. Under the direction of an assigned supervisor, performs a variety of clerical duties involving typing, duplicating, filing, and maintaining records and reports in support of faculty and the functions of the front office of the school.
- b. Duplicates a variety of materials, for faculty such as tests and instructional materials.
- c. Performs a wide variety of clerical and typing functions related to the office to which assigned; established and maintains files and records, as directed.
- d. Operates A variety of office machines including computer, printer, calculator, copier, and other office machines and equipment.
- e. Answers telephone and routes calls to appropriate office or personnel; takes and relays messages for the faculty and others, as requested.
- f. Sorts and distributes USPS and Inter-district mail to appropriate destinations.
- g. Provides work direction to student aides, as assigned.
- h. Provides clerical support for faculty and staff, such as typing, filing, and maintaining simple records, as requested.
- i. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Operation and care of a variety of office machines.
- Basic record keeping techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.

Ability to:

- Operate office equipment quickly and effectively.
- Maintain equipment in proper working condition.
- Meet schedules and timelines.
- Establish and maintain effective working relationships with others.
- Perform a variety of clerical duties such as typing, filing and maintaining simple records as requested.
- Establish work priorities to assure timely completion of projects.
- Plan and organize work.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Types at an acceptable rate of speed.
- Provide work direction to student aides as assigned.

**EDUCATION AND EXPERIENCE:**

Graduation from high school and one year of general clerical experience including the operation of office equipment.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS:**

Office environment