

SCHOOL CLERK, ELEMENTARY

DEFINITION

Under direct supervision performs a wide variety of clerical support duties at the elementary school level. These duties will be of moderate difficulty, involving specific routines and broadly defined policies and procedures.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for a wide variety of clerical functions in an elementary school office. Incumbents must be able to handle all but the most complex matters. Following initial instruction and within the scope of the assignment, employees in this class are expected to exercise judgment and discretion in the handling of problems which arise.

ESSENTIAL FUNCTIONS

Performs a variety of clerical activities related to the functions of the assigned elementary school including typing, proof reading, filing, sorting and checking.

Maintains attendance records and prepares a variety of records and reports on enrollment and attendance.

Sorts and files documents and records according to predetermined classifications, maintaining alphabetical and numerical files.

Performs basic mathematical calculations.

Enrolls, transfers and withdraws students.

Requests, maintains and transmits permanent student records.

Receives, sorts and distributes incoming and outgoing mail.

Prepares routine reports as required.

Answer the telephone and wait on a public counter, giving information on routine, procedural, or directional questions.

May act as cashier, receiving money, issuing tickets and keeping simple records of transactions.

As required, may supervise the work of student assistants.

Administers minor First Aid and dispense medication in compliance with established District policy.

QUALIFICATIONS

Knowledge of:

Personal computers and related software, i.e. SASI and word processing; Correct English usage, grammar, punctuation, and spelling.

Ability to:

Perform routine clerical work with speed and accuracy; perform basic arithmetical calculations; type at a speed of 35 words per minute; communicate effectively with staff, students and the public; Establish and maintain cooperative relations with those contacted in the course of work; students, teachers, co-workers and the general public; learn the operations, procedures, policies of the assigned office or program unit; learn to operate standard office equipment/machines such as calculators, copy machines, word-processors and computers; understand and carry out oral and written directions; within six months of employment to acquire and maintain certificates in CPR and First Aid. Essential functions require, with or without the use of aids: mobility to move to counter, files and other areas of the school or office; sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate personal computer, telephone, typewriter and other business machines.

Experience:

This is an entry level position.

Education:

Equivalent to completion of the twelfth grade.