

SCHOOL DISTRICT OF DESOTO COUNTY

CLERICAL ASSISTANT

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Experience utilizing secretarial and/or bookkeeping skills a plus.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school procedures and policies, computer software, office equipment, office practices and procedures. Possession of strong interpersonal skills and sound judgement. Ability to communicate effectively with public, employees and peers. Ability to store and file correspondence and data in an organized manner. Ability to use correct grammar when writing and speaking. Ability to schedule time, establish priorities and work efficiently. Ability to communicate orally and in writing. Ability to compose letters, memoranda, and other documents. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to take initiative to begin projects without supervision. Ability to work cooperatively with others.

REPORTS TO:

Principal or designee

JOB GOAL

Communicate effectively to the public, employees, and peers, through strong interpersonal skills, positive public relations, and a high level of efficiency and knowledge of office practices and procedures.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Answer incoming telephone calls; determine purpose of caller, and forward calls to appropriate personnel or department. Handle basic inquiries, take and deliver messages or transfer calls to voice mail when appropriate personnel are unavailable. Welcome on-site visitors, monitor visitor access and issue passes when required.
- *(2) Perform clerical duties required by activities and functions of the workplace including preparing and sending correspondence; receiving and routing incoming/outgoing mail and courier deliveries; setting up and maintain files in an alphabetical or chronological system; handling requests; preparing, processing, and submitting required applications, reports, forms, grants, records, minutes, guides, manuals, and other assigned projects.
- *(3) Maintains and verifies accuracy of various reports and databases.

CLERICAL ASSISTANT (Continued)

- * (4) Update appointment calendars.
- * (5) Prepare materials for dissemination to school, district staff, parents, and community.
- * (6) Maintain fax machines, assist users, send faxes, and retrieve and route incoming faxes.
- * (7) Create and print fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- * (8) Perform additional duties specific to the school.
- * (9) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities.

- * (10) Use time efficiently.
- * (11) Meet and deal effectively with the general public, staff members, parents, administrators, and other contact persons using tact and good judgement.
- * (12) Follow attendance, punctuality, and other qualities of appropriate work ethics.
- * (13) Ensure adherence to good safety standards.
- * (14) Maintain confidentiality regarding school/workplace matters.
- * (15) Model and maintain high ethical standards.
- * (16) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (18) Exercise service orientation when working with others.
- * (19) Keep supervisor informed of potential problems or unusual events.
- * (20) Use effective, positive interpersonal communication skills.
- * (21) Respond to inquiries and concerns in a timely manner.
- * (22) Service on school/district committees as required or appropriate.

System Support

- * (23) Exhibit interpersonal skills to work as an effective team member.
- * (24) Provide typing, filing, duplicating, inventory, records keeping and other general clerical duties for other personnel as directed by supervisor or required by School Board policy.
- * (25) Follow Federal and state laws as well as School Board policies, rules, and regulations.
- * (26) Demonstrate support for the school district and its goals and priorities.
- * (27) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (28) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (29) Participate in cross-training activities as required.
- * (30) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

CLERICAL ASSISTANT (Continued)

COMPENSATION:

Compensation for this position is Pay Lane **B02**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.