

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

GENERAL CLERICAL I

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Office / secretarial experience.
- (3) Computer operation experience.
- (4) Word processing skills required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use office equipment; i.e., computer, typewriter, calculator, copier, fax machine. Skilled in working well with public. Skill in organizational and time management. Knowledge in bookkeeping. Skill in written and oral communication.

REPORTS TO:

District-level Department Head

JOB GOAL:

To perform a variety of complete secretarial, clerical and delegated administrative duties requiring considerable knowledge of the departments or subjects of a technical or highly professional and confidential nature.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. *Answer telephone, make calls, greet, and direct people to appropriate place, answer questions and provide information.*
2. *Prepare and send correspondence; compose correspondence of a routine non-technical nature.*
3. *Schedule use of facilities, notify appropriate people, keep appointment calendar and schedule appointments and interviews for supervisor and others, advise supervisor of appointments and meetings.*
4. *Receive, send and distribute incoming and outgoing mail / courier.*
5. *Initiate and process requisitions, check in orders, inventory property, prepare budget transfers, assist in budget preparation and maintenance, handle payroll, prepare and process travel forms.*
6. *Prepare and process District transaction forms and other forms as necessary.*
7. *Schedule and handle arrangements for meetings.*
8. *Set-up filing system and file correspondence and related material; assemble and summarize data and information for supervisor's use. Recommend and implement office procedures and methods.*
9. *Ensure that office equipment is working properly; make necessary calls for repairs; order office supplies; copy and collate materials.*
10. *Take and type minutes from meetings; assist in updating reports, manuals. input computer data.*
11. *Use effective, positive interpersonal communication skills.*
12. Perform other incidental tasks consistent with the goals and objectives of this position.
Essential Performance Responsibilities are Italicized

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

EVALUATION:

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

Job Description Supplement Code 6

Salary Schedule Pay Lane 3

*MCS