

SCHOOL DISTRICT OF BRADFORD COUNTY
JOB DESCRIPTION
GENERAL CLERICAL

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Experience in clerical work.
3. Word processing and computer operator skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to take and transcribe dictation. Ability to work well with public. Knowledge of office practices and procedures. Ability to prepare routine correspondence and documents. Considerable knowledge of business English, spelling and punctuation. Ability to use typewriter, computer and fax.

REPORTS TO:

Supervisor

JOB GOAL:

To perform varied and advanced stenographic and clerical work which involves taking and transcribing of oral dictation, performing some delegated administrative duties and meeting the public.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. *Prepare and process purchase orders, reimbursements and travel reports.*
2. *Answer telephone and screen and direct calls, provide information and answer questions.*
3. *Schedule appointments and facilities use, advise supervisor of meetings.*
4. Take notes in meetings and collaborate on preparation of finished minutes.
5. *Set-up files and file materials.*
6. *Operate computer, fax machine and other office equipment as necessary.*
7. *Type and mail correspondence, prepare routine correspondence.*
8. Collaborate with supervisor on development and preparation of documents.
9. *Use effective, positive interpersonal communication skills.*
10. Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities are italicized

GENERAL CLERICAL (Continued)

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