

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

SCHOOL CLERK

**POSITION
DESCRIPTION:**

Directly responsible to the principal. Performs a variety of clerical, record keeping, and public relations activities and office support duties in order to support a safe and orderly environment for students and staff.

**ESSENTIAL JOB
FUNCTIONS:**

1. As directed, assists the School Secretary in all duties and responsibilities of the school office
2. Maintains school office operations in the School Secretary's absence
3. Assists with SART/SARB process
4. Screens, processes and maintains volunteer records and information
5. Types and proofreads routine correspondence and documents
6. Enters data and checks for accuracy
7. Supports the Receptionist/Health Attendant/LVN with duties
8. Opens, sorts, and distributes mail
9. Prepares requisitions for purchase
10. Checks deliveries against requisitions and maintains stockrooms
11. Supervises students sent to the office until principal or designee is available
12. Registers students, including transportation needs/forms, and maintains cumulative records
13. Processes all other job related required reports
14. Greets and assists visitors, students, parents, staff and substitutes
15. Answers phones
16. Takes and forwards messages
17. Processes visitor passes and student tardy slips
18. Communicates with parents, district personnel and outside agencies to exchange information and/or resolve issues or concerns
19. Reports all safety, sanitary and fire hazards to their supervisor
20. Communicates and works cooperatively with sites and co-workers
21. Attends trainings and meetings as directed
22. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Type accurately at a speed not less than 30 net words per minute

Knowledge of:

- Routine office procedures, methods and equipment
- Current office-based computer programs
- English usage, spelling, grammar, and punctuation
- Principles of basic record keeping
- Principles of basic mathematics
- First Aid
- Proper lifting techniques

Ability to:

- Maintain confidentiality
- Work cooperatively and courteously with others
- Set a positive example
- Operate office equipment
- Perform routine clerical duties
- Multi-task
- Prioritize tasks and meet deadlines
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- One year of varied clerical experience or training

Desired:

- Prior employment in a clerical position in a public school district

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Work closely with a large number of children
- Extensive public contact
- Busy and fast-paced school office setting

Physical Demands:

- Hearing and speaking to exchange information
- Sitting at a computer for extended periods of time
- Bending at the waist, kneeling or crouching
- Moderate physical labor

Hazards:

- Exposure to bio-hazards
- Exposure to communicable and contagious illnesses