

## ATHLETIC CLERK

### DEFINITION:

Under the direction of the School Site Principal, Athletic Director and/or designee, provide technical assistance and support to the administration, staff, parents, departments, and outside agencies in areas related to the athletic program; perform technical and clerical duties related to assigned activities.

### QUALIFICATIONS:

#### **Experience:**

- Two (2) years of clerical experience in the service of a department or administrative office.

#### **Education:**

- Equivalent to completion of the twelfth grade, including or supplemented by courses in typing, keyboarding, filing, general business correspondence, office equipment operation, and communication skills.

### DISTINGUISHING CHARACTERISTICS:

Positions in this class are responsible for a wide variety of clerical functions in an assigned program. 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 DUTIES AND RESPONSIBILITIES:

Under the direction of the Athletic Director or designee, the incumbent will:

- Communicate and coordinate with other departments, district staff and outside organizations regarding office or program operations, activities, supplies, policies, and procedures.
- Collaborate with staff members to plan or develop programs of events or schedule of activities.
- Plan, direct, or coordinate sports activities and events led by athletic staff, such as sporting events, practices, trainings, and meetings.
- Maintain a variety of complex records and files; operate office equipment and assigned software; organize and compile reports requiring use of independent judgment; collect and compile statistical data and prepare program-related reports and summaries.
- Maintain and process information related to assigned operation records (i.e., coaching rosters, certification logs, and sports facility use records). Input information into computerized database and generate a variety of reports and lists; assure the timely distribution of a variety of records and reports; request or provide information as necessary; prepare graphic presentations and charts as assigned.
- Serve as a liaison between Athletics and others involved in program-related operations; provide clerical support to staff and others as necessary; monitor and assure timelines are met.
- Correspondence independently or from oral instructions; type letters, reports, memoranda, documents, athletic recognition certificates, records and other materials from straight copy, rough drafts, or oral instructions; review, proofread and verify accuracy and completeness of documents.
- Coordinate and process pre-employment packets and ensure compliance of position requirements for athletic coaches. Process and submit adjunct duty stipend paperwork (i.e., athletic activities). Issue and/or confirm coaching certification licensure. Update various program handbooks (i.e., Student/Athlete Handbook, High School, and Secondary Coaches Handbook).
- Inventory, order, receive, store, and distribute office and departmental supplies, materials, and equipment; follow-up with vendors concerning missing or incorrect orders; tabulate, duplicate, and forward invoices to appropriate departments.

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- Receive, sort, and distribute incoming mail; prepare bulk mailings; assist in the preparation and dissemination of materials and information to the public and staff regarding various events and programs. Coordinate updates to program-specific website. Ensure all athletic forms are current on website.
- Requisition supplies and equipment necessary to facilitate sporting activities, such as sporting goods, safety equipment, or uniforms.
- Prepares and processes purchase orders and check disbursements based on Council approval.
- Maintain ticket inventory and distribution for all athletic activities.
- Track fundraisers and complete profit/loss reports.
- Coordinate with athletic booster/s to support and provide guidance to ensure district policies are upheld.
- Maintain confidentiality of sensitive and privileged information.
- Serve as a point of contact between athletic directors and coaching staff.
- Answer and screen telephone calls, direct callers to appropriate authority.
- May operate various office machines such as a typewriter, a calculator and computer.
- Perform related duties as assigned.

### KNOWLEDGE:

- Personal Computers and related software, i.e., spreadsheets and word processing; methods and practices of; modern office equipment, methods, and procedures.

### ABILITIES AND SKILLS:

- Perform responsible clerical work with speed and accuracy.
- Prepare and maintain accurate and complete records, and reports.
- Communicate effectively with staff, students, and the public.
- Operate standard office machines, including word-processors, on-line computer terminals, printers, and related equipment.
- Follow verbal and written instructions with a minimum of direction.
- Type at a speed of 40 net words per minute.
- Maintain cooperative relations with students, teachers, co-workers, and the public.

### PHYSICAL REQUIREMENTS:

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate to severe.
- Employees in this position will be required to work indoors in a standard office environment and outdoors as needed and will come in direct contact with District staff and the public.