



## BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

### Job Description/Evaluation

Rev. Date 4/14/2023

Employee Name:\*

Employee ID #:

Job Title:

Clerical Assistant II

Location:

(Choose from drop down list)

Pay Grade:

Pay Grade 2

FLSA Status:

Nonexempt

Days:

187

This job description is neither a contract nor a substitute for the official district policy manual, nor is intended to alter the at-will status of non-contract employees in any way.

#### SUMMARY

Assists in carrying out the daily activities of the department. Greets all visitors, answer telephones, collects and organizes information and records.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Greets all visitors in a friendly manner and assists them with their needs.

Answers telephone, takes accurate and reliable messages, routes them to appropriate staff.

Assists with collection and organization of information about individuals through records.

Schedules appointments as requested.

Accurately writes, types, or enters information into computer to prepare correspondence or documents as requested; copies information from one record to another.

Files correspondence.

Makes copies of correspondence, records or other documents and printed materials; verifies legibility; type's labels and reports.

Assists in maintaining records and files as assigned.

Retrieves records as needed; extracts files and/or information as authorized, keeps record of material removed, and ensures that documents are returned to file in proper order.

Searches for information contained in files; inserts additional data in file records; keeps files current; removes files upon request/authorization.

Complies with all record management procedures; transfers files to warehouse at end of each fiscal year.

Assists in filling official requests such as public information requests according to Public Information Act and Board Policy as requested by Supervisor/Director.

Stamps, sorts and distributes incoming mail; prepares outgoing mail, addresses envelopes or packages.

Maintains inventory of departmental forms and supplies.

Proofreads records or forms; counts, weighs, or measures material.

Prepares material for distribution to staff members as instructed by Supervisor/Director prepares materials to be distributed with ample time.

Accurately prepares/types necessary reports and/or forms as required by the Supervisor/Principal and submits them on time.

Follows established safety procedures and techniques to perform job duties.

Maintains confidentiality.

Maintains a high level of ethical behavior as is expected of all District employees.

Maintains professional growth by attending in-service and meetings as requested/required.

Performs any other duties as assigned the Supervisor/Director.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) preferred; six (6) months related experience; ability to operate a personal computer and standard office equipment; competent clerical skills, excellent telephone and communications skills.

#### CERTIFICATES, LICENSES, REGISTRATIONS

For Food Service Department Clerks only: must have completed a state accredited Food Protection Management Program pursuant to the Texas Health and Safety Code.

#### LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one situations to students, customers, clients, and other employees of the organization.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent.

#### REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations; ability to work with frequent interruptions; ability to maintain emotional control under stress.

**OTHER SKILLS AND ABILITIES**

Skill in typing, word-processing and file maintenance; ability to type 40 WPM; ability to use technology required to perform the job; ability to communicate and work with others in a congenial manner at all times.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear, use hands to finger, handle, or feel, reach with hands and arms, and use repetitive hand motions. Prolonged use of the computer is required. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**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. The foregoing statements describe the general purpose and responsibilities assigned to this job and not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**COMMENTS**

The purpose of the performance evaluation is to improve the competency of the individual through studies and conferences. This performance evaluation is neither a contract nor a substitute for the official district policy manual, nor is it intended to alter the at-will status of non-contract employees in any way. This document describes the various responsibilities and competencies expected and it is also designed to serve as an evaluation form. When used for this purpose, the evaluator will input a number in the scale to the right of each statement. An overall performance rating scaled from 4-1, as shown below, will be utilized. You must justify in the comments section for rating 1,2 or 4.

**Performance shall be evaluated as follows:**

- 4 Exceeds Expectations: (Yes) If the performance **excels** in some major areas
- 3 Meets Expectations: (Yes) If the performance **meets** expectations
- 2 Below Expectations: (NI) If the performance **needs improvement** in some major areas
- 1 Unsatisfactory: (No) If the performance is **clearly not acceptable** in some major areas
- N/A=blank (N/A) Does not apply/not at this location.

**NOTE: YOU MUST JUSTIFY IN THE COMMENTS SECTION FOR RATING 1,2 OR 4.**

**SCALE**

Performance Responsibilities: Each performance responsibility area shown below may be utilized in evaluating the performance of the individual within the responsibility area.

Y	NI	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.01</b> Demonstrates thorough goal setting, a clear-cut sense of direction and purpose in daily activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.02</b> Is prompt and thorough in completing assignments and attending to details accurately and efficiently: proofreads typed material, completes assignments, and follows direction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.03</b> Greets all visitors in a friendly manner and assists them with their needs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.04</b> Answers telephone, takes accurate and reliable messages, routes them to appropriate staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.05</b> Assists with collection and organization of information about individuals through records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.06</b> Schedules appointments as requested.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.07</b> Accurately writes, types, or enters information into computer to prepare correspondence or documents as requested; copies information from one record to another.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.08</b> Makes copies of correspondence, records or other documents and printed materials; verifies legibility; type's labels and reports.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.09</b> Assists in maintaining records and files as assigned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.10</b> Retrieves records as needed; extracts files and/or information as authorized, keeps record of material removed, and ensures that documents are returned to file in proper order.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.11</b> Searches for information contained in files; inserts additional data in file records; keeps files current; removes files upon request/authorization.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.12</b> Complies with all record management procedures; transfers files to warehouse at end of each fiscal year.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.13</b> Assists in filling official requests such as public information requests according to Public Information Act and Board Policy as requested by Supervisor/Director.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.14</b> Stamps, sorts and distributes incoming mail; prepares outgoing mail, addresses envelopes or packages.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.15</b> Maintains inventory of departmental forms and supplies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.16</b> Proofreads records or forms; counts, weighs, or measures material.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.17</b> Prepares material for distribution to staff members as instructed by Supervisor/Director; prepares materials to be distributed with ample time.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.18</b> Accurately prepares/types necessary reports and/or forms as required by the Supervisor/Director and submits them on time.

**COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:**

Overall Rating



Y    NI    N    N/A

       

**2.01** Demonstrates ability to work well with students, parents, co-workers and administration in a positive, productive manner: (a) helpful, aware of others needs, (b) directs others to items needed, and (c) maintains awareness of location of materials and assists willingly.

       

**2.02** Follows established safety procedures and techniques to perform job duties.

       

**2.03** Maintains the same high level of ethical behavior and confidentiality of information as is expected of all District employees.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

Y    NI    N    N/A

       

**3.01** Is aware and supportive of District guidelines and policies.

       

**3.02** Represents the School District favorably.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

Y    NI    N    N/A

       

**4.01** Maintains professional growth by attending in-services and meetings as required.

       

**4.02** Assumes any other responsibilities or duties assigned by Supervisor/Director.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

0

**NOTE:** The arithmetic mean is used as the average in this block. The average is derived by dividing the total number of points by the number of areas actually rated. Enter average below and round off to the first decimal point (ie. 2.8, 3.0, etc.)

AVERAGE

-

EVALUATOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

\_\_\_\_\_  
SUPERVISOR'S NAME

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE ID NUMBER

\_\_\_\_\_  
SCHOOL/DEPARTMENT

**FOR CLASSIFIED PERSONNEL OFFICE USE ONLY**

Received copy

\_\_\_\_\_  
DATE