

**JOB DESCRIPTION**  
**Puyallup School District**  
**PAEOP Level A**

**Office Clerk**

---

**Purpose Statement:**

This position is responsible for providing secretarial and clerical support to the office and staff in elementary/secondary schools. This person may greet parents and students, processes records for students who are entering or leaving the school and perform a variety of other clerical duties.

**Essential Functions include:**

- **Answers** the telephone; provides information or routes caller to appropriate staff member; takes messages. Greets visitors to the office; provides assistance and information; promotes effective public relations with parents and general public.
- **Composes** correspondence, bulletins, newsletters, lists and forms; provides clerical assistance to teachers and other staff members.
- **Provides** back-up and peak-load assistance to office manager; covers office during breaks, lunches, and in the absence of office manager.

**Other Job Functions may include:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Assists** nurses and health assistants with basic first aid and student care, as needed.
- **Assists** in supervising students sent to office; assists in monitoring and correcting student behavior.
- **Inventories** supplies; troubleshoots minor malfunctions in office equipment.
- **Performs** other related duties as assigned.
- **Prepares** a variety of student reports; updates and maintains student records.
- **Receives**, opens, and distributes incoming mail; prepares items for outgoing mail.

**Minimum Qualifications:**

**Education**

High school graduation or equivalent

**Knowledge and Skills**

**Required Knowledge, Skills, Abilities:**

- Position requires basic verbal communication skills are used to relay general information.
- Basic writing skills required, using proper English and good grammar (e.g., conveying information primarily for personal use)
- Passing score on basic skills test required
- Basic single-step calculations required (e.g., addition, subtraction, multiplication, division)
- Basic knowledge of software applications required (e.g., letter writing, email, data entry, flyers/eflyers, facility use, website updates, queries)

**Responsibility**

- Limited collaboration required.
- Courtesy/tact required to exchanging basic information.

- Minimal/No independent decision making required, position is typically given all tasks and direction from others.
- Duties require use of ordinary discretion in sharing general information with those outside the work group (e.g., address, phone numbers, student lists, student medication, parenting plans)

**Working Conditions**

- Position has limited/no expectation of regular interruptions of primary work responsibilities.
- Position may assist Nurses and Health Assistants with basic first aid and student care, as needed.
- Position requires regular physical exertion associated with an office environment.

**Licenses/Special Requirements:**

Criminal Justice fingerprint clearance. Must pass district clerical testing, and additional testing upon interview.

First Aid/CPR/AED Required with 45 days of employment and while in the position.