

Job Title:	Office Clerk, Schools	Job Code:	050329
Job Family:	School Based Support	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	Yes
Typical Work Year:	9-10 months	Pay Grade:	G7

SUMMARY: Assist the office manager, secretary, other staff, programs or departments with secretarial, administrative and clerical support as needed. Duties include assisting with student records and attendance, answering phones, and providing general office support.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency and percentage of time varies based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide customer service by greeting, screening, and answering questions for visitors, students, and the community. Provide clerical support to individuals, departments, programs, and offices. This may include answering phones, monitoring visitors, assisting parents and students, and performing data entry and typing. Duties also involve preparing memos, correspondence, bulletins, emails, and distributing mail and deliveries. Compile and distribute materials, create and update documents, respond to requests, file and organize documents, schedule appointments and meetings. Assist with bookkeeping including collecting fees, deposits and reconciling accounts. Place and track orders and prepare reports.	D	35%
2. Assist with student attendance processes including entering and updating attendance data, generating attendance letters and reports.	D	30%
3. Assist with maintaining accurate and up to date student records, including grades and other relevant information. Create and maintain computerized and standard filing systems for student records. Assist with processing student transfers and maintaining cumulative student files. Assist with technical support as needed.	D	20%
4. Provide backup coverage to other school positions and assisting students in the health clinic, contacting parents/guardians as necessary, and supervising students in the office.	W	10%
5. Perform other duties as assigned. May assist with graduation	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of two (2) years of experience with computers and general office.
- Experience working with students preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Knowledge of student database and district financial database preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Strong customer service and public relations skills.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with word processing software.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal/Office Manager	various

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
VISION DEMANDS:	Required			
No special vision requirements.				
Close vision (clear vision at 20 inches or less)	X			
Distance vision (clear vision at 20 feet or more)	X			
Color vision (ability to identify and distinguish colors)	X			
Peripheral vision				
Depth perception				
Ability to adjust focus	X			
NOISE LEVEL:	Exposure Level			
Very quiet				
Quiet				
Moderate	X			
Loud				
Very Loud				