CLASS TITLE: **COMMUNICATIONS CLERK**

DEFINITION

Responsible for assisting with the communication functions in support of the Superintendent.

RESPONSIBILITIES

Essential Functions:

- Receives, routes, processes and distributes correspondence
- Assembles, processes and mails correspondence
- Assemble, mail or deliver supplier/brochures/publications
- Uses information provided by computerized reporting to monitor and maintain the quality and accuracy of communication with the Superintendent's office
- Prepares and types documents
- Maintains files and records
- Schedules meetings and appointments
- Receives the public and provides general information
- Performs other duties as assigned

Required Qualifications:

- Training and Experience:
    - High school graduate
    - Minimum of one year related work experience and/or relevant training
- Ability to:
    - Work under pressure and meet deadlines
    - Maintain positive interpersonal relationships
    - Operate office equipment
    - Provide quality customer service
    - Maintain satisfactory work performance and attendance records
- Skill in:
    - Strong verbal and written communication skills
    - Working effectively with students, staff and the public
    - Following written and verbal instructions
    - Performing general clerical tasks in an accurate and timely manner
- Knowledge of:
    - Various computer software applications

Supervision Received:

Receives supervision and work assignments from Superintendent, although other staff members in the unit may provide work direction.

Certificates and Other Requirements:

- Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen)
- First Aid and CPR Certification required every 2 years

Environment:

Office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service

Physical Abilities:
Sit, walk, or stand for extended periods of time; dexterity of hands and fingers to operate a computer and other office equipment; frequent keyboarding; reach overhead, above the shoulders, and horizontally; bend at the waist, crouch or kneel to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects up to 25 lbs. occasionally

Other Qualifications:
Must successfully pass the District's pre-employment fingerprinting and TB Testing

CST LOCAL 1/ASFCME

Salary Range: 388

Approved by the Board of Education: June 26, 2017