San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Office Clerk	**Exemption Status:**	Non-exempt
Reports to:	Executive Director of Finance & Operations	**Pay Grade:**	03
Works With:	District Personnel	**Days:**	207
Dept./School:	Administration	**Date Revised:**	07/23/2020

Primary Purpose:

The primary purpose for the Office Clerk is to answer and route incoming calls as well as to greet all visitors to the Administration Building. 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. 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.

Prerequisites:

- High School diploma or GED; and
- Two years general office experience.

Special Knowledge/Skills:

- Ability to operate multi-line phone system
- Effective public relations, organization, communication, and interpersonal skills
- Ability to communicate in English and Spanish
- Ability to read and comprehend instructions
- Ability to effectively present information in one-on-one situations
- Proficient in Microsoft Office and related software.

Major Responsibilities and Duties:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.

2. Greet visitors (e.g. public, parents, students, vendors, etc.) respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.

3. Maintain visitor log.

4. Responsible for posting all district mail.

5. Sort inter-district mail.

6. Maintains monthly postage reports for Business Office.

7. Assist in Accounts Payable Department Data Entry.

8. Assist with Payroll Entry.

9. Create and maintain yearly Accounts Payable and Payroll files.

10. Entry of Purchase Requisitions for Business Office.

11. Encompasses other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; multi-line phone system

Posture: Continuous sitting

Motion: Repetitive hand motions including reaching. Frequent keyboarding and use of mouse.

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Reception desk in the administrative/central office

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____