



## Administrative Clerk

### Key Responsibilities may include:

- Serves as district resource for all policies and regulations concerning grant administration, payroll, invoice processing and similar functions.
- Coordinates facilities reservations for professional development sessions and keeps records of participation.
- Composes, edits, or assists in the preparation of statistical reports, payroll, human resources/hiring documentation, invoices and other correspondence.
- Processes requests for grant funds, and pays invoices generated by contracts. Supports Sr. Administrative Secretary with updating systems related to Grant administration.
- Answers and screens telephone calls and visitors. Screens and routes mail.
- As part of a support team, ensure smooth running of the office including coordinating with Custodian, managing building access, and communicating with building staff.
- Create/maintain resource manuals for each of the grants.
- Assist with the preparation and implementation of summer programming to include tasks such as recruitment mailings, registration processing, attendance tracking, processing staff hiring requests, transportation.
- Arranges travel schedules and reservations.

### Minimum Qualifications:

- High school diploma or GED.
- Three years related experience.

### Knowledge and Abilities:

- Ability to interpret and communicate policies and regulations.
- Proficiency with various computer applications, including word processing, database and spreadsheet.
- Excellent written and verbal communications skills.
- Ability to work effectively and cooperatively in a team setting. Willingness to share information and duties and support other staff.
- Ability to work quickly and efficiently in an extremely fast pace job and department.
- Ability to handle multiple tasks at one time and cope with interruptions.
- Ability to provide excellent customer service under stressful conditions.

### **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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*FLSA:* Non-Exempt

*Posting Date:* 09/27/2017

*Bargaining Unit:* PFSP

*Salary Grade:* Per Contract

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).*

*Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.*