



Senior Clerk I

POSITION SUMMARY

Under immediate direction, this person independently performs a variety of advanced and complex clerical duties, including mathematical calculations and may supervise a small section of clerical employees, depending on the department.

DUTIES/RESPONSIBILITIES:

1. May oversee and train a small section of clerical or secretarial employees, depending on the department.
2. Answers questions, provides verification, explains policy and regulations, develops and explains procedures to staff and various departments.
3. Originates letters, reports, procedures, listings, forms, affidavits, notices, budgets, etc., utilizing a computer and appropriate software.
4. Compiles and maintains records, tickler files, contracts and/or certifications, ledgers, forms and requisitions using computer equipment, appropriate software and hard copy files as necessary.
5. Coordinates programs, procedures and certain mathematical calculation results with other departments in the District.
6. Operates computer, printer and photocopier.
7. Distributes material through the mail and to other departments.
8. Determines needs and processes requests for service.
9. Other duties as assigned.

EMPLOYMENT STANDARDS

- Demonstrated ability to accurately type and/or calculate complex material and statistics.
- Possess a thorough knowledge of standard office equipment, procedures and organizational methods for diverse data.
- Working knowledge of computer equipment, with word processing, database and spreadsheet programs; familiarity with or ability to learn system data entry/retrieval equipment.
- Demonstrated ability to effectively communicate verbally and in writing.

MINIMUM REQUIREMENTS

Education:

- High school diploma or G.E.D.

Experience:

- Four to five years' experience in office work and/or management, with knowledge of computer systems, accounting procedures, basic files management, record keeping, ordering, receiving, etc.

PREFERRED QUALIFICATIONS

1. Microsoft Office Suite, Synergy, and PeopleSoft or similar database software experience is highly desirable
2. Experience in a K-12 public school district is preferred.
3. Multilingual Abilities.

KNOWLEDGE AND ABILITIES

- Maintain high-level capabilities in office administration and record keeping.
- Take accurate, detailed notes
- Handle day to day minor problems
- Exercise confidentiality, tact, diplomacy and independent judgment in the performance of duties.
- Demonstrate skill in interpersonal communication and active listening.
- Type 60 wpm with accuracy
- Work well under heavy workload situations and sometimes stressful conditions.
- Exercise initiative and ingenuity on the job with occasional assistance from the supervisor.

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.

FLSA: Non-Exempt

Approval Date: June 28, 2021

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.