

Office Clerk

Purpose Statement

The job of Office Clerk is done for the purpose/s of providing clerical support to assigned school site personnel; communicating information to students, staff and the public; providing complete and accurate records; processing information in compliance with financial, legal and administrative requirements; assisting other district personnel and providing information and/or direction as may be requested.

This job reports to Building Principal

ESSENTIAL Functions

- Administers first aid and prescription medications to students (under the direction of a health care professional) for the purpose of meeting immediate health care needs within established guidelines.
- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with processing of documents, forms, mailings and materials (e.g. attendance, attendance letters, deposits, enrollments, lunch transactions, Time Center, etc.) for the purpose of disseminating information to appropriate parties.
- Assists with the school lunch and breakfast program (e.g. keeping track of special lunches, helping with the morning and afternoon snack, etc.) for the purpose of ensuring a safe and orderly cafeteria experience for students and staff.
- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Collects payments for a variety of events (e.g. fines, fees, and fund raisers, lunch, book fairs, etc.) for the purpose of completing transactions and/or securing funds.
- Distributes materials (e.g. mail, checks, supplies, homework, messages, Backpack program, morning and afternoon snack program, etc.) for the purpose of ensuring delivery to addressee.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries, and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains manual and electronic document files and records (e.g. letters, forms, reports, bus requests, trip tracker, eligibility list, fund raisers, Sub Finder, Time Center, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, all general supplies, equipment repairs,, etc.) for the purpose of ensuring items availability.
- Monitors students referred for illness or disciplinary action (e.g. ISS, etc.) for the purpose of ensuring student welfare and maintaining a secure office environment.
- Performs basic custodial functions (e.g. filling paper towels holder, delivering supplies to classrooms, cleaning up after sick students, etc.) for the purpose of maintaining a clean and safe environment.

- Performs record keeping and clerical functions (e.g. copying, faxing, answering telephone, calling substitutes, maintaining Time Center, etc.) for the purpose of supporting assigned administrator and/or site personnel.
- Prepares written materials (e.g. reports, memos, letters, work orders, purchase orders, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data.
- Responds to emergency situations (e.g. injured students, fights, first aid in absence of nurse, etc.) for the purpose of resolving and assisting students and staff with immediate safety concerns.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, 50% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is not required.

Education: High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

Administration of Medication

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

8/1/2012

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4/30/2024

Salary Grade