

Office Clerk Qualifications/Duties

Position Title: Office Clerk
Immediate Supervisor: Building Principal
Issued Date: 10/10/00

POSITION SUMMARY

Answers the telephone; greets all visitors; arranges appointments for callers, visitors or others; performs filing tasks and schedules meetings; prepares materials for mailing; collects and distributes mail; performs typing as required; provides driver's permit forms to students; prints business cards; copies materials for professional staff; maintains Homework Hotline; performs minor maintenance on office machines; assists in registration process if necessary; monitors surveillance equipment.

EDUCATION AND EXPERIENCE

High school diploma or equivalent.

A minimum of six months of secretarial/receptionist experience of a qualifying nature.

QUALIFICATIONS

Demonstrate the ability to:

Performs duties under the supervision of school principal,
Utilize initiative and good judgement in carrying out of assignments,
Deal with a variety of persons and situations requiring a high degree of courtesy and tact,
Coordinating the work of students may be required,
Type 40 words per minute,
Maintain confidentiality of information associated with position,
Work in cooperation with teachers, students and administration,
Communicate effectively and project a positive image,
Acquire necessary computer skills,
Understand instructions and underlying principles,
Understand meanings of words and ideas associated with the position ,
Perform arithmetic operations quickly and accurately,
Perceive pertinent details in verbal or tabular material,
Coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed,
Move the fingers and manipulate small objects rapidly and accurately,
Move the hands easily and skillfully,
Perform the essential functions and requirements of the job, and
Must meet satisfactory health standards.

ESSENTIAL FUNCTIONS

Arrange appointments for callers, visitors or others.

Performs filing tasks and schedules meetings and/or conferences.

Prepares materials for mailing; collects and distributes mail.

Performs typing as required; proofreads and copies materials for distribution.

Greets all visitors; directs them as to where they need to go for assistance.

Provides driver permit forms to eligible students.

Prints business cards and teacher certificates for classroom doors.

Copies material for teachers to use for classroom instruction.

Locates students for checkout; requests that they come to the office

Maintains Homework Hotline and keeps all information up-to-date; provides homework requests for extended absences.

Performs maintenance as required on office equipment (changing toner, adding ink, replacing master film, etc.)

Oversees students checking in or out of school.

Supervises students sent to the office for any reason.

OTHER RESPONSIBILITIES

Must be able to perform repetitive tasks to established levels of expertise.

Assume other responsibilities as assigned by principal.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

Lifting, carrying, pushing, and/or pulling.

Climbing and/or balancing.

Stooping, kneeling, crouching, and/or crawling.

Reaching, handling, and/or feeling.

Talking and/or hearing.

Seeing.