



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Dean's Clerk	School Based	Principal

<b>Position No:</b> 73099	<b>Length of Work Year:</b> 10 or 11 months
<b>Salary Schedule:</b> C04, C10	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 4/10/24

<b>JOB GOAL</b>
This position involves working with a variety of clerical tasks that may require independent judgment and knowledge of rules, regulations, and procedures.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent with course work in typing or other commercial subjects.</li> <li>2. Knowledge of business English, grammar, spelling, mathematics, elementary accounting and bookkeeping procedures, modern office practices and procedures, and record keeping methods as well as a working knowledge of school rules, regulations, and policies.</li> <li>3. Skills in modern office techniques and practices and other general office skills.</li> <li>4. T.A.B.E. test (AA/AS/60 college credits or higher will satisfy)</li> <li>5. General office skills, word processing and data entry proficiency tests.</li> <li>6. Ability to perform functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To type correspondence, memoranda, reports, and other documents.</li> <li>2. To arrange appointments.</li> <li>3. To sort and distribute mail.</li> <li>4. To sort and file in accordance with established filing system.</li> <li>5. To answer incoming calls and make proper transfers; place outgoing calls as well as inter-office calls as required.</li> <li>6. To input and update student discipline database.</li> <li>7. To keep records of calls and follow up.</li> <li>8. To greet and direct visitors to proper offices.</li> <li>9. To answer routine non-technical questions and refer other questions to the proper person.</li> <li>10. To furnish information to the public as directed.</li> <li>11. To gather information from various sources for use by others in answering correspondence or preparing reports.</li> <li>12. To keep records, prepare summaries, and compile reports.</li> <li>13. To perform assigned tasks in a timely and efficient manner.</li> <li>14. To perform assigned tasks with a high standard of quality.</li> <li>15. To perform other work-related duties as assigned by the supervisor.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.