



JOB TITLE	DEPARTMENT	REPORTS TO
School Office Clerk	School Based	Principal

Position No: 73093	Length of Work Year: 10, 11, or 12 Months
Salary Schedule: C04, C10, C18	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 9/23/20

JOB GOAL
To assist in the efficient operation of the school office.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent with course work in typing or other commercial subjects.
2. Knowledge of business English, grammar, spelling, mathematics, elementary accounting and bookkeeping procedures, and record keeping methods as well as a working knowledge of school rules, regulations, and policies.
3. General office skills, word processing and data entry proficiency tests.
4. Ability to perform the functions of the position.
5. T.A.B.E. test, passing score on a rigorous locally identified, or successful completion of nine (9) nonremedial college credit hours (AA/AS or higher will satisfy)

DUTIES AND RESPONSIBILITIES

1. To compile and type from copy, rough draft, or general instructions, school attendance reports, and other materials.
2. To type and process student registration, absentee lists, tardy slips, etc.
3. To type form letters and other routine correspondence based on information from records and files.
4. To prepare reports, narratives, and statistical tabulations.
5. To operate office copy machines.
6. To assist in processing of purchase and work orders.
7. To register and withdraw students.
8. To process documents requiring procedural knowledge.
9. To maintain files.
10. To review documents for completeness, obtains necessary signatures, routes appropriately, and maintain necessary follow-up.
11. To give information and assistance to students and the general public.
12. To perform receptionist duties.
13. To perform bookkeeping functions as requested.
14. To perform assigned tasks in a timely and efficient manner.
15. To perform assigned tasks with a high standard of quality.
16. To perform other duties as assigned by the school principal.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.