

**TITLE:** SCHOOL CLERK

**QUALIFICATIONS:**

1. Knowledge of modern office practices and procedures and operation of common office equipment, including computer and word processing equipment
2. Proficiency as typist; ability to make accurate arithmetical computations
3. Experience in organization and management of office
4. Ability to follow oral and written directions; ability to use independent judgment and supervise work of others
5. Ability to work effectively with staff, students and public
6. Bilingual ability may be required, depending on assignment
7. Must pass required tests

**REPORTS TO:** Principal

**JOB GOAL:** To provide services which contribute to effectiveness of school by performing variety of general clerical, typing, and recordkeeping duties

**PERFORMANCE RESPONSIBILITIES:**

1. Performs variety of clerical work related to function to which assigned
2. Types letters, masters, permits, records, case records, lists, requisitions, work tags and other miscellaneous materials
3. Checks, prepares, assembles and tabulates materials and information from various sources for records and reports
4. Checks and reviews data for completeness and conformance with established policies and procedures
5. Provides first aid, CPR and other health services as required
6. Answers telephone, makes appointments, relays messages and provides information to staff and public
7. Keeps records, files and performs other clerical duties common to school district organization
8. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 17

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable