

**Office Clerk**

**Primary Function**

To assist with clerical tasks in providing smooth daily operations for the school.

**Organizational Relationships**

The Office Clerk reports to the Building Administration.

**Qualifications**

- Graduation from high school
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle staff and student information with confidentiality.

**Performance Responsibilities**

1. Assist in performing typical office routines, including safe phone, attendance, etc.
2. Assist in placing, receiving, and routing incoming calls; record messages.
3. Receive school visitors, provide information, and give assistance as needed.
4. Assist in the maintenance of files, students' records, and school supplies.
5. Assist teachers in preparing instructional materials, as requested.
6. Assist in the preparation and submission of information relative to payroll, attendance, and state reports.
7. Assist in bookkeeping duties, including the collection and counting of lunch monies and student activity accounts.
8. Prepare and process data, using available technologies, to prepare information reports and summaries.
9. Provide backup to the building secretary when necessary.
10. Perform other duties as may be assigned by the Building Administration.

**Terms of Employment**

184 days. Salary and work year established by the Board of Education and Support Council Agreement.

**Evaluation**

Performance will be evaluated in accordance with the Support Council Agreement.