

## **School/Department Clerical Positions – Job Description**

Reports To: Department Director/Principal/Administrator

### Qualifications:

1. High school diploma or equivalent.
2. Proficient in business English, spelling, mathematics, and office practices.
3. Ability to work professionally with the public and others, both in person and over the phone.
4. Excellent computer skills including but not limited to Word, Excel, Microsoft Office and office machine proficiency.

### Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Performs general clerical duties such as composing and typing routine correspondence, creating and typing reports, and data entry as appropriate.
5. Answer the telephone as applicable and greet visitors professionally; handle all duties created by such.
6. Creates and maintains department files with accuracy and confidentiality; routes and/or stores files as directed and needed.
7. Maintains all bookkeeping records, budget items, submits all purchase orders, insures that department budget is adhered to as applicable.
8. Maintains an orderly work space.
9. Attends approved training sessions, professional development activities, and required meetings as assigned.
10. Contributes to an atmosphere of harmony and goodwill in the workplace.
11. Perform other duties as assigned by supervisor/administrator.

These duties are not all inclusive and further duties are expected relative to specific positions.