



EMPLOYEE NAME: _____

Revised: 4/88; 10/88; 11/88; 9/91; 6/92; 2/93; 1/94; 11/94; 2/97; 3/01;
3/07; 3/10; 10/12; 12/14; 6/18

JOB DESCRIPTION

POSITION TITLE: Clerk I, Local School - MS	JOB CODE: 430E
DIVISION: Leadership	SALARY SCHEDULE: Clerical Less than Annual
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: Rank I (NC31)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs clerical duties to assist in the support of the school office operations.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: None; two years routine clerical experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing and computer; organization

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in maintaining filing system to include retaining all necessary records.
3.	Operates computer and other office machines.
4.	Assists in preparing reports and correspondence as requested.
5.	Receives and routes incoming phone calls.
6.	Opens and routes mail as requested.
7.	Assists secretary with receptionist duties or acts as receptionist for the school, setting a positive tone for pupils, parents and faculty.
8.	Utilizes student information system to access information as needed.
9.	Maintains accurate attendance records using student information system.
10.	Runs various types of reports using the student information system.
11.	Assists with backup bookkeeping responsibilities, attendance information, time entry, and pay records as assigned.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____