



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 8/86; 11/88; 6/92; 1/94; 12/94; 2/97; 3/01; 3/07; 10/12; 12/14; 1/15; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Clerk III, Pupil Personnel Clerk - HS	<b>JOB CODE:</b> 430C
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Clerical Less than Annual
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 193
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> Rank III (NC43)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Performs duties to ensure accurate pupil accounting.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: Two to four years responsible clerical experience
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.	Maintains in-house pupil personnel records.
3.	Maintains state and county attendance and withdrawal records.
4.	Prepares and distributes absentee/tardy reports.
5.	Communicates with parents as requested concerning student attendance.
6.	Monitors late arrivals and early dismissals of students.
7.	Utilizes student information system to maintain student attendance data.
8.	Utilizes InTouch phone system to support student attendance and parent notification.
9.	Assists with backup bookkeeping responsibilities, attendance information, time entry, and pay records as assigned.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_