



**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; 6/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Clerk III, Local School - Elementary	<b>JOB CODE:</b> 430B
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Clerical Less than Annual
<b>DEPARTMENT:</b> Leadership	<b>WORKDAYS:</b> 198
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> Rank III (NC23)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> 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, experience in Microsoft Office.

*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 for state data collection of student information
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.	Utilizes CSIS to enroll students and Synergy for course scheduling.
13.	Performs other duties as assigned by appropriate administrator.

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

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