

EMPLOYMENT ANNOUNCEMENT SCHOOL OFFICE CLERK

DESCRIPTION

The School Office Clerk is responsible for performing a variety of clerical tasks under the direction of the School Secretary and supervision of the Principal.

MINIMUM QUALIFICATIONS

The School Office Clerk position requires the ability to:

- Perform a variety of clerical duties such as filing, sorting, duplicating, data entry and retrieval, and maintaining records
- Effectively operate machines used in a modern office – including computer, copier, 10 key adding machine, fax, scanner
- Type at a corrected rate of 40 wpm
- Make arithmetic calculations
- Compose letters and reports, using appropriate spelling, grammar, punctuation and vocabulary
- Treat students, parents and the public courteously, tactfully, and diplomacy
- Develop and maintain effective and cooperative working relationships
- Work confidentially
- Complete work amid constant interruptions
- Comply with schedules and meet deadlines
- Pass required background checks and clearances
- Clear TB Test
- First Aid and CPR certification

DUTIES

- Acts as receptionist to office and school visitors and answers a variety of questions for the public
- Provides information to parents, students, staff regarding attendance policies and procedures
- Prepares and maintains a variety of attendance records, logs and files
- Prepares monthly attendance reports for ADA claiming
- Inputs and retrieves computerized attendance, including printouts for SARB, perfect attendance awards, and social service verifications
- Writes admit slips for students who are tardy or absent
- Contacts parents by phone re: absences and tardies
- Prepares attendance data for submission to the District Office
- Assists with enrolling and dis-enrolling students, processing cum files as necessary
- Administers routine first aid and dispenses medications, completing required logs
- Participates in staff development as required
- Prepare newsletter, flyers, and other printed material

Salary per 2016-1017 Classified Salary Schedule Range G

\$14.35 - \$18.83 per hour - DOE

Monday through Friday, 6 Hours per day, 10 month position

Prorated Health and Welfare benefits available

Please apply via Ed Join at www.edjoin.com or pick up application from our District Office or download via www.jespanthers.org

Inquiries, please call Bebo Malone, District Secretary

Jamestown School District

18299 Fifth Avenue

Jamestown, CA 95327

bmalone@jespanthers.org

Open Until Filled

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