

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

The above statements are intended to describe the general nature of work being performed. They are not intended to be an exhaustive list of all duties and responsibilities.

WORKING CONDITIONS

- The school office environment is typified by a fast pace and frequent interruptions by students, parents, and staff during the school day
- School staff may be exposed to illnesses and bodily fluids
- Weather: Exposure to hot, cold, wet, snowy, humid, or windy conditions caused by weather

SCHOOL OFFICE CLERK

(Continued)

- Heat: Exposure to non-weather hot temperatures
- Noise: Expose to intermittent sounds of a pitch of level sufficient to cause marked distraction. Level: moderate to very loud
- Atmospheric conditions: Exposure to conditions, such as chemical fumes, noxious odors, dust, mist, gases, and poor ventilation, that affect the respiratory system, the eyes, or the skin
- Hazards: moving equipment, electrical shock from using electrical equipment, high exposed places, radiant energy, explosives (gasoline), cleaning solvents

WorkSTEPS®

Authorization for Job Specific Testing

Jamestown School District Company) understands that an ergonomic job analysis must be completed in order to meet the requirements for the American's with Disabilities Act (ADA). One of the outcomes of the ergonomic job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post- employment (fit for duty) candidate for the position.

For the position

of

Clerical (office clerk, registrar, attendance, secretary, district office)

PDC Level: Medium-Heavy

The Company representative hereby acknowledges the following as valid job specific tests:

Job Specific Test I Applicant must be able to lift 54-pound container from the ground to a 28 inch height.

Job Specific Test II Applicant must be able to lift a 5-pound box from the desk top (28 inch height) to a 60 inch height.

Job Specific Test III Applicant must be able to attain a push force of 14.

Job Specific Test IV Repetitive activities to include:
Hand activities for: fine manipulation (pick up 20 paper clips), firm grasping (complete the grip test), and simple grasping (pick up a regular size pen or pencil 10 times).

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 54 occasionally (less than 33% of the time).
2. Employee lifts/carries 10 frequently (34-66% of the time).
3. Employee lifts/carries 3 constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 14 on objects.
5. Employee's position requires pulling a maximum force of 14 on objects.

**Pass/Fail Criteria (must meet this level prior to Job Specific Testing):
54 pound floor to knuckle lift**

Salary Range: Range G on the Classified Salary Schedule
Employment Period: 10 month position school calendar

Jamestown School District Board Approval, February 20, 2018