

ASSISTANT CLERK

REPORTS TO: District Clerk/Business Manager

ESSENTIAL FUNCTIONS:

Assists in distribution, installation, and operation of the District's computer systems.
Assist with computer maintenance and updates.
Develop a district newsletter with up to date information.
Understand and be able to implement the payroll systems of the district.
Assist in managing staff payroll files
Set up new staff and substitutes in payroll software and assist in new staff orientation.
Responsible for tracking and recording employee absences and substitute hours.
Filing wage and tax statements with government agencies.
Understanding of general payroll functions and areas the funding sources come from.
Pay bills out of the Activity Fund. Input expenditures and deposits in Activity Fund.
Understanding and implementation of accounting functions as outlined by District Clerk (such as; money counting & deposits, pop machines, etc.)
Performs duties of District Clerk in their absence (must be available for this duty upon request).
Assist, as needed, in front office functions (ie, phones, voice mail, note taking, office copier, fax machine, and other equipment).
Understanding of food services accounting and software.
Manage Aesop/Frontline Substitute software.
Manage key distribution.
Keep up to date inventory lists and software system for school inventory.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Any combination equivalent to: a high school diploma supplemented by vocational or college-level course work to include a preference in computer technology, finance or accounting related fields or higher post-secondary education.
Valid Montana driver's license.
Knowledge of computer applications, operations, and equipment.
Knowledge of copyright laws, privacy laws, and District policies that pertain to certain job functions.
Knowledge of general office equipment: keyboard, copier, fax machine, calculator, etc.
Work effectively with strict time lines, numerous contacts, and the necessity of accuracy.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively orally and in writing to staff.
Train and provide direction to others.
Work effectively, both independently and as a member of a team.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Ability to handle stressful situations.

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EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside with supervisory functions being outside with cold and hot temperatures. The employee must be able to meet deadlines with severe time constraints.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, stand, bend, stoop, kneel, crawl, stretch, lift and carry equipment and objects, and travel from building to other sites. Must have dexterity of hands and fingers to operate computer keyboard and to finger and grasp objects. Must be able to lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to speak and to hear to exchange information and make presentations.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications. The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on:

Revised on: