

LEMOORE UNION SCHOOL DISTRICT
Human Resources Department

CLERICAL OFFICE AIDE
Job Description

JOB SUMMARY:

Under the direction of the school principal, is responsible for performing routine clerical duties as assigned.

REQUIRED QUALIFICATIONS:

Ability to:

- Run office equipment, including use of computers;
- Perform routine clerical work;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including students, parents and co-workers;
- Represent and support the district or school in conversations with the public;
- Understand and carry out oral and written directions;
- Effectively communicate verbally and in writing;
- Administer routine first aid and dispense medications accurately.

Knowledge of:

- Operating a variety of office machines and equipment;
- First aid treatment, including CPR.
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Reading and writing communication skills;
- Oral and written communication skills;
- Interpersonal relations skills using tact, patience, and courtesy;
- Receptionist and telephone techniques.

Education:

- Possess a high school diploma or equivalent;
- Posses both a valid CPR and Red Cross First Aid certification;
- Passage of District administered proficiency test.

Experience:

- One year of general clerical experience. Work involving contact with children preferred.

ESSENTIAL FUNCTIONS:

- Serves as school office receptionist: answers incoming telephone/intercom lines and serves as a receptionist to students, staff and public;
- Handles all clerical projects/work as assigned by the school secretary, or the school clerk as designated by the school principal, including, but not limited to the following: typing letters, mailings, filing;
- Make telephone calls to parents to verify absences;
- Data entry of attendance information in computer, generates daily absence list from computer, call parents immediately to confirm student's absence from school, completes absence verifications forms;
- Cashiers for lunch line (in the absence of the school clerk);
- Provide routine first-aid services and dispense medications accurately;

- Perform other related duties as assigned.

WORKING CONDITIONS:

Environment:

- Office environment that may include cramped spaces; subject to demanding situations and constant interruptions;
- School environment that involves close contact with school age children.
- Subject to exposure to various illnesses and bodily fluids

Physical Abilities:

- Sufficient vision to read material with or without vision aides;
- Sufficient dexterity of hands and fingers to operate a computer and office equipment;
- Sufficient hearing to conduct in-person conversations with students, teachers and parents;
- Ability to sit or stand for long periods of time;
- Ability to kneel, bend, push, pull, and reach to retrieve and maintain files;
- Must be able to lift at least 30 lbs.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary: Range 5

Employment: 9.5 month employee

Approved: December 14, 2010