

LEMOORE UNION SCHOOL DISTRICT
Human Resources Department

SCHOOL CLERK
Job Description

JOB SUMMARY:

Under supervision of the principal or designee, to perform a wide variety of clerical functions of average difficulty, including typing and other general office duties.

REQUIRED QUALIFICATIONS:

Ability to:

- Possess personal characteristics generally recognized as essential for good public employees (including integrity, initiative, dependability, courtesy and good judgment);
- **Work with computers and computer software;**
- Make simple arithmetical calculations;
- Perform routine clerical work;
- Learn the operation of standard office machines including computer system currently in use;
- Learn office rules and policies;
- Maintain cooperative and positive relationships with personnel contacted in the course of work;
- Represent and support the school and district in conversations with the public;
- Correctly use the English language and spell correctly.

Education:

- High school diploma or equivalent (including or supplemented by course work in typing, record management and general office practices);
- Passage of District administered proficiency test.

Experience:

- One year of paid experience performing various general office or clerical work. Experience with students is preferred.

ESSENTIAL FUNCTIONS:

- Cashiers lunch line; takes daily lunch count; prepares lunch tickets and daily and monthly reports to the district office;
- Handles money collection and deposits;
- Performs a wide variety of clerical duties including typing, proof-reading, filing, etc;
- Acts as a receptionist to office visitors, initiates and receives a variety of phone calls and provides information to parents, students, district staff, and the public;
- Records tardies and student sign-outs;
- Assists in making out forms and enrolling students;
- Sorts and files documents;
- Mails out letters, forms and applications, receives, sorts, and distributes incoming mail; uses computer for input/output of attendance and other information as required;
- Types letters, memorandums, quarterly honor rolls, attendance certificates, bulletins, and makes reports to district office for honor roll;

- Operates a variety of standard office machines;
- Must be able to work independently with little direction;
- Assists in maintaining appropriate student behavior in an office setting;
- Administers routine first aid/dispenses medication as needed;
- Performs other related duties as assigned.

FIRST AID REQUIREMENT:

Valid Red Cross First Aid and CPR Certificate must be held. Applicant will have six (6) months to obtain certificates. Non-compliance will result in termination of employment. Renewals may be obtained from the American Red Cross or at any First Aid class offered within the District.

WORKING CONDITIONS

Environment:

- Office environment that may include cramped spaces; subject to demanding conditions and constant interruptions by students, parents, and staff.
- Subject to exposure to various illnesses and bodily fluids.

Physical Abilities:

- Seeing to inspect financial or statistical records;
- Dexterity of hands and fingers to operate a computer and office equipment;
- Sitting or standing for extended periods of time, kneeling and bending, pushing and pulling, reaching to retrieve and maintain files;
- Hearing and speaking to exchange information in person and on the telephone;
- Must be able to lift at least 30 pounds;

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 9

Employment: 190 Days

Board Approved: December 14, 2010