

DECATUR CITY SCHOOLS

Office of Human Resources

212 FOURTH AVENUE, SE
DECATUR, ALABAMA 35601
www.dcs.edu



PHONE (256) 552-3000
Email: Yvette.Evans@dcs.edu

MEMORANDUM

TO: All Personnel
FROM: Yvette Evans *YEv*
DATE: June 20, 2023
SUBJECT: **Bilingual Clerical Aide Vacancy**

The following position is open and will be filled by the Decatur City Board of Education:

DECATUR CITY SCHOOLS

Bilingual Clerical Aide (5)

OPEN UNTIL FILLED

Persons interested in the above position should have a completed application in the online application system with the State of Alabama "Teach Alabama."

A link to the online system, "Teach Alabama," can be found at the Decatur City School's website: www.dcs.edu entitled "Jobs."

Once you have completed your online application, to be considered for a specific job you **MUST**:

Click on "All Jobs."

Click the "View/Apply" link next to any position for which you wish to be considered, then click the button provided to express interest.

NOTE: You will not be considered for a position if you have not expressed interest by clicking the APPLY button.

Decatur City Schools

JOB TITLE: Clerical Aide – Bilingual

SUMMARY: Provides clerical assistance that contributes to the effective operation of the office by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Enters information into computer, using keyboard.

Prepares correspondence or other documents.

Counts or measures materials.

Sorts and files records.

Assists visitors.

Photocopies documents.

Answers telephone, screens calls and routes accordingly.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties as assigned.

QUALIFICATION REQUIREMENTS

Must be bilingual (English and Spanish).

EDUCATION and/or EXPERIENCE:

Minimum of two years of post-secondary or equivalent coursework.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routing reports and correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in a standardized situation.

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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk and climb stairs.

The employee must frequently lift and/or move up to 10 pounds. The employee must occasionally lift, push, pull, and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by an employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee(s) to this job.

The Decatur City School System does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator for Decatur City Schools is responsible for handling inquiries regarding the non-discrimination policies. The Title IX Coordinator can be reached by calling the Decatur City Board of Education at: (256) 552-3000.

DECATUR CITY SCHOOLS
Annual Salary Schedule
2023-2024

Schedule K
Full & Part-Time Aides
***Grandfathered**

| Rank | | | | | | |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|
| Rank | KH* | KJ | KK | KV | KL | KM |
| Step | 182 Days | | | | | 187 Days |
| | 4.0 Hours | 6.0 Hours | 7.0 Hours | 7.5 Hours | 8.0 Hours | 7.5 Hours |
| 0 | 14,708 | 19,528 | 22,783 | 24,410 | 26,037 | 25,080 |
| 1 | 15,083 | 20,131 | 23,486 | 25,163 | 26,841 | 25,855 |
| 2 | 15,519 | 20,828 | 24,299 | 26,036 | 27,772 | 26,751 |
| 3 | 15,922 | 21,479 | 25,059 | 26,849 | 28,640 | 27,587 |
| 4 | 16,380 | 22,217 | 25,919 | 27,771 | 29,622 | 28,533 |
| 5 | 16,841 | 23,008 | 26,842 | 28,760 | 30,678 | 29,549 |
| 6-11 | 17,355 | 23,903 | 27,887 | 29,879 | 31,871 | 30,699 |
| 12-14 | 17,842 | 24,752 | 28,877 | 30,940 | 33,003 | 31,790 |
| 15-19 | 18,131 | 25,255 | 29,465 | 31,569 | 33,673 | 32,436 |
| 20-24 | 18,418 | 25,755 | 30,048 | 32,194 | 34,340 | 33,079 |
| 25-29 | 18,787 | 26,357 | 30,750 | 32,946 | 35,142 | 33,851 |
| 30 | 19,179 | 26,977 | 31,473 | 33,721 | 35,969 | 34,648 |

| Rank | | | | | |
|-------|-----------|-----------|-----------|-----------|-----------|
| Rank | KP | KQ | KT | KS | KU |
| Step | 202 Days | | 12 Months | | |
| | 7.0 Hours | 8.0 Hours | 7.0 Hours | 7.5 Hours | 8.0 Hours |
| 0 | 25,286 | 28,898 | 30,043 | 32,188 | 34,334 |
| 1 | 26,067 | 29,791 | 30,970 | 33,183 | 35,395 |
| 2 | 26,970 | 30,823 | 32,044 | 34,333 | 36,621 |
| 3 | 27,813 | 31,786 | 33,045 | 35,405 | 37,766 |
| 4 | 28,767 | 32,878 | 34,179 | 36,621 | 39,062 |
| 5 | 29,792 | 34,049 | 35,397 | 37,925 | 40,453 |
| 6-11 | 30,951 | 35,373 | 36,774 | 39,401 | 42,027 |
| 12-14 | 32,050 | 36,629 | 38,080 | 40,800 | 43,520 |
| 15-19 | 32,702 | 37,374 | 38,854 | 41,629 | 44,405 |
| 20-24 | 33,350 | 38,114 | 39,624 | 42,454 | 45,284 |
| 25-29 | 34,128 | 39,004 | 40,549 | 43,445 | 46,342 |
| 30 | 34,932 | 39,923 | 41,504 | 44,468 | 47,433 |