

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: General Office Clerk

FLSA: Non-exempt

GENERAL SUMMARY

Provides routine clerical support to assigned supervisor. Performs a variety of duties to support area of work including typing letters, memoranda and reports, filing, copying, answering incoming calls, scheduling appointments, processing mail, keying data, etc.

ESSENTIAL FUNCTIONS

Provides secretarial support by performing such duties as answering incoming telephone calls and taking messages; sorting and distributing mail; filing; directing visitors, and scheduling meetings.

Types, completes and/or files various documents, records, and reports such as letters, memoranda, agendas, work orders, invoices, purchase orders, etc.

May order, control, and/or monitor departmental supplies and equipment.

Handles confidential documents in an appropriate manner; maintains confidential files and records such as employee or student information; enters employee and/or student information into computer applications as assigned.

May provide clerical assistance as a back-up to other departmental or division staff.

Interacts with various persons in the performance of duties including school administrators and staff, students, parents, business persons, government officials and agencies, etc.

Operates general office equipment such as a typewriter, computer, copier, and calculator.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

High school graduate with one to two years of clerical experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Knowledge of Business English, grammar, spelling, punctuation, and mathematical computation. Working knowledge of departmental policies, procedures, and operations. General knowledge of the principles of office management and of modern office procedures, systems and equipment such as typewriters, calculators, word processors, etc. Knowledge of the records and reports which must be prepared and maintained.

Skills/Effort:

Ability to maintain standards of accuracy in exercising duties. Ability to work on confidential assignments

and secretarial tasks. Ability to type clear copy at the minimum required rate. Skill in the use of general office equipment such as calculators, word processors, typewriters, computer, switchboard, etc. Good written and verbal communication, organization, mathematical, organizational, and telephone skills.

Working Conditions:

Conducts duties in an office environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention, and meeting deadlines. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Job requires the operation of standard office equipment. Nature of job requires frequent use of computer and monitors for long durations.

Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES/APPROVAL:

_____ Date: _____

_____ Date: _____

_____ Date: _____