

**SCHOOL OFFICE CLERK**

**$12.00 HR OPEN UNTIL FILLED**

**Purpose of Class**

Perform office duties by answering phones, typing, performing data entry, interacting with students and parents; make copies, distribute mail and perform other office duties.

**Primary Function**

The principle function of an employee in this class is to perform a wide variety of general clerical duties. Duties may include public contact, receptionist tasks, typing, data entry, attendance monitoring and maintaining clerical records, logs, ledgers, and related documents and working within Charter processes and procedures. The work is performed under the supervision of a charter administrator. The principle duties of this class are performed in an office environment.

**Essential Duties and Responsibilities (will vary by assignment)**

* Perform a wide variety of general office duties;
* Answer phone, provide referrals to other staff;
* Maintain confidential information and records;
* Enter and retrieve data from school systems, records or files;
* Operate standard and specialized office equipment, including computer hardware/software;
* Assist students and parents with registration and withdrawal processes;
* Receive and distribute mail and packages;
* Assist with preparation of Open House, Back to School Night, Registration Nights, Lottery enrollment
* Type forms, letters or other documents;
* Perform scheduling/calendar duties;
* Perform all work duties and activities in accordance with Charter policies, procedures and safety practices
* Maintain accurate attendance records and daily enrollment count for monthly and quarterly reports;
* Nurse duties as needed
* Perform other related duties as required.

**Competency Requirements:**

**Knowledge of:**

* Operation of office equipment including a computer and job-related software such as Word, Excel, or others;
* English grammar and punctuation;
* Current office practice and procedure;
* Communication skills and techniques to relate to young children.

**Ability to:**

* Communicate effectively both orally and in writing to young children and adults;
* Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
* Follow written and oral instructions;
* Operate a variety of office equipment, including a computer;
* Maintain effective working relationships with students, Charter personnel, and the public;
* Respond appropriately to emergency or unusual situations that may involve administering first aid, contacting parents, or dealing with sensitive or confidential issues;
* Use logical and creative thought processes to develop reasonable solutions according to written specifications and/or oral instructions;
* Perform time management and scheduling functions, meet deadlines, and set task priorities;
* Maintain office, school, and individual confidentiality;

**Acceptable Experience and Training**

* High school diploma or GED equivalency; and
* Office and computer experience

**Essential Physical Abilities**

* Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
* Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
* Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
* Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lifting or moving objects that weigh up to 30 lbs.
* Jobs in this class require talking and hearing to relate and monitor activities of small children and to perform repetitive motions in typing, filing and paperwork.
* Job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping.