

Clerical Aides

The Clerical Aide, under the direction and supervision of the Building Principal, performs a variety of clerical and support work involving both specific routines and broadly defined policies and procedures; greets and interacts with the public; works cooperatively with staff, students, and parents; and performs other related duties as assigned.

Specific Responsibilities

1. Meet and interact with the public and employees in routine situations which require tact, discretion, and courtesy.
2. Provide a variety of clerical duties involving all but the most complex matters.
3. Give information and interpretations of policies or procedures related to departmental or school activities.
4. Establish, maintain, and monitor accurate, neat, and efficient electronic and manual filing systems.
5. Sort and classify incoming mail and other information for efficient disbursement to appropriate recipients.
6. Prepare letters, memoranda, reports, bulletins, questionnaires, requisitions, and other materials from marginal notes, rough drafts, and verbal instructions.
7. Compile information from various sources on a variety of standardized forms.
8. Handle confidential information with complete security.
9. Gather and prepare appropriate attendance/accounting information.
10. Maintain office bulletin board.
11. Assist with and log fire and emergency drills.
12. Maintain building inventory and record-keeping.
13. Conform to District policy regarding attendance and absences. Employee attendance must be adequate to perform the above-listed essential job functions.
14. Perform other duties as assigned.

5/11/15