

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Clerk Special Programs (N96) (N97) (O98)	Job Family: 10
Department: District Department or School	Lane Placement: 4
Supervisor's Title: Director/Principal	Contract: (N97)-242 days (N96)-206 days (O98)-Hourly
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8 Hours/3.5 Hours
Department Approval: _____	Date: _____
ADA Review: <u>Janele Maston</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>Byrd</u>	Date: <u>6-13-13</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>6/24/13</u>
Original date: <u>05/83</u> Revised: <u>02/94</u> Revised: <u>07/13</u> Revised: _____	

GENERAL FUNCTION

Under the direction of the Director or Principal, the **Clerk Special Programs** will provide support for a special program or service for the District (i.e. Special Education, Title I, etc.) and may also perform a variety of intermediate level clerical functions (e.g. filing, preparing and processing purchase orders, keeping daily attendance records, answering the telephone, acting as receptionist in the main office, receiving and transmitting student files, developing and maintaining daily bus lists, monitoring fixed assets, tracking data, etc.). Incumbent performs some secretarial functions (e.g. typing and composing letters).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Will act as a back-up to other department administrative assistants.
- Perform intermediate clerical functions (e.g. typing, computer data entry, record keeping, reports, forms, proofreading).
- Perform general office duties (e.g. organizing, sorting, filing, copying, sorting mail, take and deliver messages).
- Assist with receptionist duties (e.g. answer telephone, direct calls to appropriate person, greet and assisting students, staff and/or office patrons, answer questions, schedule appointments).
- May perform one or more of the following specific office duties as assigned (e.g. create and maintain student files; prepare and process school enrollments; facilitate JSD nurses or in-service classes; schedule health screening appointments and send reminders; process attendance records; prepare and maintain home school files and school choice permits; process guardianship documents; receipting cash; type and organize booklets, pamphlets, newsletters, or any item used to communicate information; locate and supply requested information and materials; arrange for student transportation; etc).
- Maintain effective and positive communication with students, patrons, volunteers, vendors, visitors and district employees.
- Maintain confidentiality of student or district information by following district policies regarding confidential information.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- Serve as backup in the office for office staff as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires one (1) year of education or training in business, office skills or related field PLUS two (2) years experience in an office environment, preferably in a school or district setting, with demonstrated competency in computer/software use, typing, customer service or any equivalent combination of education and experience.
- Requires strong computer technology skills, including Microsoft Office products. District computer system experience preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires references demonstrating personal integrity and dependability.
- Requires successful data entry ability.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, computers, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.