

TITLE: Clerk Specialist

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Demonstrated organizational and technical competence appropriate to assigned responsibility.
3. Specific skills as may relate to the individual position within a school or department.
4. Demonstrated ability to follow oral and written instructions.
5. Interpersonal and communication skills.
6. Experience with industry-standard applications preferred.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Appropriate Supervisor

JOB GOAL: To contribute to the efficient operation of the assigned office in support of effective delivery of service within the functional unit.

ESSENTIAL FUNCTIONS:

1. Maintains hardcopy and/or electronic data records and files in accordance with job assignment and department procedures.
2. Assists in the preparation of various documents, forms and reports relating to job assignment and department functions.
3. Uses various office equipment and available technology as needed to perform assigned duties.
4. Interacts with other District school/department staff and/or persons outside the District if necessary to the performance of assigned duties.
5. Utilizes practices and procedures that ensure accuracy and completeness of processing related to job assignment.
6. Utilizes confidentially and complies with policy and procedure if and when job assignment involves staff and/or student-related information.
7. Assists with general office tasks as needed in support of the department.
8. Adheres to good safety procedures.

OTHER RESPONSIBILITIES:

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

PHYSICAL REQUIREMENTS:

1. Position requires light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force constantly to move objects.
2. Ability to sit in one position performing routine tasks for prolonged periods of time.

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and the SPALC bargaining unit through the collective bargaining process.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 12-20-74 (Clerk Specialist, Student Services)
Revised: 09-19-78 (Clerk Specialist, Transportation)
Revised: 09-09-86 (Clerk Specialist, Health Services)
Revised and Consolidated: 05-17-88
Revised: 07-15-97
Revised: 03-04-03
N/C: 07-01-05

