

Linden Unified School District
Classification Specification

7.17

Alternative Education Clerk

Classification: Classified

Salary Range: 19

Work Year: 192 days

FLSA Status: Non-exempt

Board Ratified:

OVERALL RESPONSIBILITY

Under the direct supervision of the Administrative Designee at PRIDE High School, performs various clerical duties, as receptionist, registrar and attendance clerk, assisting the staff in the efficient operation of the school.

This position is assigned to support Pride High School and Chartville Community Day Middle and High Schools.

SPECIFIC RESPONSIBILITIES:

Responsibility to:

- Prepare and accurately maintain a variety of reports, records and files related to students, staff operations and activities.
- Receive phone calls and visitors, take messages, provide information and assist parents and visitors to the sites as needed.
- Type reports and correspondence, memoranda, records, list, documents. Make revisions as needed.
- Maintain student attendance records and accounting. Complete District, State and Federal reports as required.
- Maintain transcripts. Provide transcripts and records to other sites as requested.
- Maintain staff absence verification forms
- Operate a variety of office machines including copiers, computers and related equipment.
- Schedule appointments and maintain appointment calendar. Schedule and arrange meetings and conferences.
- Requisition supplies and maintain inventory
- Maintain and monitor petty cash and funds collected.
- Receive, screen, route and file mail and communication as appropriate.
- Provide electrical support as needed to CDS.
- Other duties as assigned consistent with this position
- Maintain Aeries and CSIS reports, process attendance reports, request transcripts and cum files and/or process cum files out to other school districts.

QUALIFICATIONS

Minimum Requirements:

Knowledge of:

- General office practices and procedures.

Ability to:

- Understand and carry out oral and written directions
- Maintain accurate records
- Type 40 words per minute
- Relate positively to children
- Maintain the confidentiality of school related incidents
- Maintain cooperative relationships with those contacted in the course of work.

Education:

- High School diploma or equivalent.

Experience:

- One year general clerical work experience.

OTHER CHARACTERISTICS:

- Willingness to work overtime with additional pay
- Perform routine and repetitive work efficiently

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- The employee must occasionally lift and/or move up to 25 pounds.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works inside in an office. The noise level in the work environment is usually low to moderate.