

CLERK

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

School Office assignments under the general supervision of the Site Principal; Cafeteria assignments under the general supervision of the Coordinator of Food Services and Nutrition or designee. Performs a variety of clerical, cashier and debt collection duties involving receiving, collecting, counting cash and checking, reconciling and maintaining cafeteria accounts, monies, and records and administrative support for the school site's funded programs by carrying out and coordinating clerical and day-to-day administrative support activities for compliance monitoring and intervention programs, and other duties as required.

ESSENTIAL DUTIES:

- Assists with documentation and organization related to State and Federal regulations, State and Federal Compliance Reviews and audits
- Liaison between the District Office, School Site Administration, and designees
- Assists in monitoring Federal and State programs and projects in cooperation with school site principal and District Office designee
- Ensures that all required documentation is sent to the District Office designee in a timely manner and an organized fashion
- Under the direction of the District Office/School Site Administrators, or designees establishes and maintains an efficient retrievable electronic and hardcopy filing system for all Federal and State compliance and fee detail documentation for budget/requisitions, correspondence, inventory, student information and records, etc. for the purpose of providing up-to-date reference and audit trail for compliance
- Prepares Special Requisitions
- Work with site parent committees, such as District Advisory Committee (DAC), School Site Council (SSC), English Learner Advisory Committee (ELAC), to ensure dissemination of school plan strategies and goals
- Prepares for meetings, reserves meeting rooms, takes minutes and maintains copies of meeting minutes
- Types flyers, letters, forms and documents, e.g., reviews outgoing correspondence and reports for format, grammar, and punctuation, removes typographical errors, and writes correspondence
- Gathers data and prepares reports and written materials for the purpose of documenting activities, providing written reference and/or conveying information in accordance with district, state and federal requirements
- Assists in creating electronic and hardcopy scantrons and managing student assessment data
- Coordinates school-wide testing and data reporting
- Assists District Office with coordination and organization of events, conferences, workshops and meetings
- Assists with a continuous evaluation of program activities through surveys, polls, and evaluation ratings by participants
- Assists the instructional staff and administration by providing various clerical services
- Safeguards the confidentiality of student information and records
- Assists in reviewing and verifying the accuracy, completeness, and conformity to established standards of student data input into the district's student information system
- Keeps abreast of various procedural requirements and policies pertaining to processing District Office forms
- Maintains a positive relationship with school site staff, adults and students
- Assists with the scheduling of RTI periods/programs to support school programs
- Coordinates programs with School Site Parent groups, Principal, and Director of Student Services, and District Office designee

- Completes all work accurately and promptly to ensure timelines are met and information is processed in a timely manner
- Operates a variety of office machines, including typewriter, computer, and duplicating equipment
- Attends training meetings, inservices and workshops as scheduled
- Operates a point of service terminal and payment system
- Collect checks or cash received for payment for student accounts
- Count, reconcile, and prepare monies collected for deposit
- Maintain individual student accounts for meal service
- Maintain record of cash as it is received
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Terminology, practices and procedures of assigned office.
- Principles, methods and procedures of operating computers, including point of service terminal payment system, and other modern office equipment.
- General student attendance and enrollment policies, procedures, terminology and attendance accounting methods.
- Computerized student information systems and related software applications.
- General clerical and accounting procedures
- Record-keeping and report preparation techniques.
- Data control procedures and data entry operations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Basic mathematic calculations.
- Telephone procedures and techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform a variety of technical and record-keeping duties in the preparation, modification, updating and maintenance of attendance and scholastic records and reports for District students.
- Verify, process and record excused and unexcused absences.
- Utilize an assigned computer system to input and update student data and information, maintain records and generate a variety of reports and documents.
- Perform mathematic calculations with speed and accuracy.
- Do repetitive work accurately
- Work under pressure during rush hours
- Understand and follow oral and written directions in an efficient manner
- Use patience, tact and courtesy in dealing with students and adults
- Assemble, organize and prepare data for records and reports.
- Prepare, print, distribute, collect, sort, file and process a variety of forms and documents.
- Learn and utilize point of service software/hardware
- Type or input data at an acceptable rate of speed.
- Review and verify input and output data to assure accuracy.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others and the public

WORKING CONDITIONS:

- Office Environment
- Constant interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hear, understand and speak with clarity at normal levels
- See and read notes, memos, and other printed information
- Write legibly
- Lift and carry twenty five pounds
- Reach in all directions
- Sit and Stand for extended periods of time
- Bending at the waist, kneeling or crouching.

EDUCATION AND EXPERIENCE:

- High school Diploma or equivalent
- Courses in bookkeeping, business machine operations, business math or related areas preferred.
- At least six months experience as a cashier, bookkeeper or clerk, preferably with frequent contact with the public and/or students.

WORK YEAR:

Work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: January 28, 2014
Update: February 12, 2013
Board adopted: May 23, 2006*