

SCHOOL DISTRICT OF ALACHUA COUNTY

ASSISTANT -- CLERICAL

JOB DESCRIPTION

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY 22 **SALARY SCHEDULE:** Education Support Professionals
GRADE:

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Basic clerical and computer skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of school district. Ability to perform a variety of clerical tasks and complete repetitive duties with minimum supervision. Ability to communicate effectively both orally and in writing. Good organizational skills. Basic mathematical skills. Ability to perform data entry accurately and efficiently. Ability to establish and maintain effective working relationships with district and school-based staff, administrators and outside agencies.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To perform routine clerical and data entry responsibilities accurately and efficiently.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Enter and maintain electronic data records.
- *(2) Operate office equipment, computers and software.
- *(3) Type letters, forms and reports.
- *(4) Copy, assemble and distribute documents.
- *(5) Assist in maintaining files, answering telephones and distributing mail.
- *(6) Adhere to applicable safety standards.
- *(7) Attend all staff meetings and workshops.
- *(8) Assist with maintaining a clean and orderly environment.
- *(9) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(10) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(11) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.

ASSISTANT -- CLERICAL (Continued)

- *(12) Demonstrate initiative in the performance of assigned responsibilities.
- *(13) Demonstrate support for the school district and its goals and priorities.
- *(14) Exhibit interpersonal skills as an effective team member.
- *(15) Follow attendance, punctuality and proper dress rules.
- *(16) Maintain confidentiality regarding school/workplace matters.
- *(17) Maintain expertise in assigned area.
- *(18) Manage time efficiently.
- *(19) Model and maintain high ethical standards.
- *(20) Participate in cross-training activities as required.
- *(21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(22) Prepare all required reports and maintain updated and accurate records.
- *(23) Represent the District in a positive and professional manner.
- *(24) Respond to inquiries and concerns in a timely manner.
- (25) Perform other duties as assigned.
- *(26) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 05

Adopted 8/2/11