



David Douglas School District #40 Classified Job Description

CLERICAL ASSISTANT III – High School South

Schedule: 6 hours per day / 9 months per year
Class: 9

POSITION PURPOSE

To perform a variety of routine and basic clerical duties in support of the school functions.

NATURE AND SCOPE OF RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Provide Administration with requested student documents
- Receive, sort and distribute incoming and outgoing mail; ensure timely distribution of correspondence
- Maintain a variety of files and records
- Receive visitors and answer telephone calls
- Respond to routine questions from the general public ~~according to established guidelines~~
- Basic data entry, including student attendance notes
- Meal Time management
- Assist Attendance Office upon request
- Disperse medication to students upon request
- Prepare deposits for student-run store
- Perform other duties, as assigned

QUALIFICATIONS

- High school diploma or equivalent
- 21 years of age or older
- Skill in computer operation and use of computer programs; use of telephone, fax, calculator, copier and other office equipment
- Ability to work harmoniously with others and to communicate effectively and appropriately, both verbally and in writing, with students, parents, and staff
- Ability to project a pleasant manner and relate well with students and their requests for assistance
- Ability to remain flexible and work with frequent interruptions
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to students and staff
- Possession of a valid first aid card is desirable

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting and carrying of up to 30 pounds. Ability to move freely around the office, make frequent trips from a desk to the counter, files and other locations within the building. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone, keyboard and other office equipment; lift horizontally and vertically, bend and stoop.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.