



## David Douglas School District #40

### Classified - Job Description

#### **CLERK I - CURRICULUM OFFICE**

Schedule: 12 months per year  
Class: 9

#### **POSITION PURPOSE**

To provide clerical assistance for federal grant functions.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Process grant orders
- Answer telephones and take messages
- Maintain databases and spreadsheets of grant projects
- Type grant correspondence, forms and reports. File records and reports. Sort files and other records for grant preparation and maintenance
- Route and distribute mail
- Assist with copying, collating and production of grant materials
- Assist Curriculum Office staff as needed
- Collect and record fees for grant programs. Maintain and manage budget reports
- Administer paraprofessional test for potential district employees
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- High School diploma or equivalent
- Prior experience in office practices and procedures
- Knowledge of English usage, spelling and basic mathematics
- Skill in computer operation and use of computer programs involving databases and spreadsheets; use of telephone, calculator, fax, copier, scanner, microfilm and other office equipment
- Perform clerical work accurately and in a timely manner
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with staff, applicants and members of the community
- Flexibility and patience in handling a variety of assignments with frequent interruptions
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to staff.

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time.

#### **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.