



David Douglas School District #40

Classified Job Description

CLERK III – SWITCHBOARD CLERK

Schedule: 12 months per year
Class: 11

POSITION PURPOSE

To operate the District Office switchboard and provide clerical assistance to the switchboard

NATURE AND SCOPE OF RESPONSIBILITIES

- Operate the District Office switchboard, receiving and directing all calls to the appropriate department; sorts, files and directs mail and information to appropriate offices
- Greet and assist applicants and district personnel at the counter
- Help the production department with various tasks
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older
- Knowledge of English usage, spelling and basic mathematics
- Skill in basic computer operation; use of telephone, calculator, fax, copier and other office equipment
- 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 and applicants

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 The offer of employment will be withdrawn from candidates who test positive for drugs.