



Job Description

Job Title: Clerical Support - Clerical Assistant

SUMMARY

To perform a variety of routine and basic clerical duties in support of building functions, students, teachers, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Provide support to the administration, supervisors, teachers, and secretaries by preparing materials as requested; duplicate a variety of instructional materials, reports, letters, circulars and related documents; scheduling and setup of conference rooms
2. Receive, sort, and distribute incoming and outgoing mail; ensure timely distribution of correspondence
3. Receive visitors and answer telephone calls
4. Respond to routine questions from the general public according to established guidelines
5. Basic data entry
6. Perform other duties, as assigned

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school graduation or equivalency; No experience is required. Skills and abilities are learned on the job in a short period of time.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.



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Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages. Ability to apply concepts of basic algebra.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

MENTAL DEMANDS

There is minimal (>20%) new or unusual situations. Work is generally structured with little risk associated with work results or interpersonal contacts. While a certain amount of work is expected, deadline demands and priority changes are not frequent.

PAY EQUITY SCOPE

The position has some interaction primarily with those inside and outside the department to exchange factual information with no assigned responsibility for creation, development or design of new product, program, methods, system, procedures or policies; processes and procedures are well defined. However, there is the expectation to identify ideas to improve own work processes or work group processes. Positions at this level



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have little or no impact and influence on organization expense or budgetary outcomes, and customer service impact is minimal. Positions occasionally encounter some variations from the norm and are encouraged to suggest ways for handling these and perform recurring routine work with regular supervision and generally function from a set of instructions or written procedures. The position is not granted the latitude to take final action. Work requires an occasional decision or recommendation about a situation outside the norm, or identification of potential problem situations. Positions at this level have minimal planning responsibility and must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.
