



Columbia County School District Job Description

Position Title: Clerical Aid/School Clerk		
Department: School	Evaluation Instrument: Performance will be evaluated annually by the Principal in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: General Services Salary Schedule, Grade E	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 7 Hours Per Day		
Reports to: Principal and Any Other Assigned Administrator		

MINIMUM QUALIFICATIONS

Education: High school education or equivalent; college or business school preferred

Essential Knowledge/Skills: Proficient typing skills at 60 WPM preferred. Skills in filing, recordkeeping and computer experience required. Knowledge of English grammar, punctuation, and mathematics; ability to read, spell, proofread, organize, use the phone, listen, understand and follow directions, write legibly; ability to schedule meetings and conferences; ability interpret written materials and communicate verbally; ability to learn the policies, procedures, and services provided by the administrator to whom assigned; ability to verify data; accuracy; verify data; tact; good judgment; good interpersonal skills necessary to deal with diverse publics; or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities. May involve stooping, kneeling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Physical requirements of this position: Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that of Sedentary Work and the worker sits most of the time, the job is rated for light work. The visual acuity requirements including color, depth of perception, and field of vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

Experience: At least one-year experience in secretarial/clerical position or paraprofessional/clerical aide position.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Greets all visitors and assists them in locating the appropriate office or person.
- Receives and routes all incoming telephone calls to the appropriate personnel.
- Provides assistance to school staff and students as needed and assigned to include making copies, transporting documents and material around the office and building.
- Signs students in and out as required by school procedures.
- Takes messages and completes call back forms for members of the staff who are unavailable.
- Serves as a public relations general information center for all routine inquiries concerning current events or operation of the school.
- Assists other staff members with special projects or deadlines as scheduled.

- Receives and distributes all incoming mail and packets to appropriate departments and personnel to include delivering packages to staff using elevator or stairs when necessary.
- Assists with organizing and maintaining front office work areas and office workrooms.
- Assist in administering first aid and medication to students.
- Prepares and mails information packets and other appropriate materials to prospective Columbia County residents.
- Prepares and processes student work permits and disseminates school information and publications, as requested.
- Assists with development of reports, general routine typing, front entrance display upkeep, production of publications, and preparation of mail.
- Enters data in some or all of the following computer systems, not limited to: student attendance, discipline records, teacher and staff attendance.
- Performs related duties as assigned by the immediate supervisor.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: October 2015