

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

CLERICAL AIDE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Type at a prescribed rate of speed.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use office equipment; i.e., computer, typewriter, calculator, copier, fax machine. Ability to complete clerical tasks as instructed by supervisor in an organized and timely manner. Demonstrate effective oral and written communication skills. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to work cooperatively with colleagues.

REPORTS TO:

District-level Department Head and/or Administrative Office Staff

JOB GOAL

To perform a variety of secretarial/clerical duties, at times involving subjects of a technical or confidential nature.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Answer telephones, take messages, and direct people to appropriate staff/place; fill in as needed at reception desk.
- (2) Type correspondence and reports for department head or designee.
- (3) Sort, organize department paperwork.
- (4) File correspondence and related material; assemble and summarize data and information for supervisor's use.
- (5) Copy and collate materials as needed.
- (6) Assist in updating reports, manuals, input computer data.
- (7) Assist supervisor or administrative office staff with assignments.
- (8) Use effective, positive interpersonal communication skills.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.
- (10) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 11-23,27
182 days
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Approved September 16, 2014