

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA  
JOB DESCRIPTION, FEBRUARY 2005**

**JOB TITLE: CLERICAL ASSISTANT**

**GENERAL STATEMENT OF JOB**

Under regular supervision, performs various routine-to-moderately complex clerical and secretarial work to help ensure efficient and effective office operations. Provides assistance to supervisor, co-workers, students and the general public as required. Reports to the Principal or other assigned administrator.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

School Clerical Assistants perform a variety of routine clerical duties and some specialized duties according to assigned school and/or department. Duties may include the following:

Prepares offices and other administrative areas for daily business; turns computers on and off.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Greets office visitors and performs customer/public service duties as required.

Assists supervisor and other school staff by performing a variety of routine to moderately complex clerical and secretarial duties, which may include but are not limited to typing reports and correspondence, compiling data for reports, assembling materials, scheduling meetings and appointments, maintaining calendars, etc.

Enters employee / substitute data into computer; maintains leave records for staff. Enters student records into computer; may maintain disciplinary records and prepare related notices and correspondence.

Assists with new student registration and orientation, as well as student withdrawals.

Assists with homebound student services.

Orders, issues and maintains inventory of textbooks.

Signs students in / out; issues tardy passes and early dismissal forms; signs visitors in / out.

Prepares, issues and maintains records of student identification cards.

Makes daily announcements over the public address system.

Prepares, types, copies, files, transmits and/or mails various routine and confidential letters of correspondence, forms, spreadsheets, records and reports.

Prepares and/or proofreads newsletters, handbooks and other publications.

May perform routine bookkeeping duties, including collecting and receipting various monies, preparing deposits, preparing bills for payments due, etc.

Performs other routine clerical duties as necessary, which may include copying and filing documents, collating materials, faxing information, maintaining logs and lists, processing incoming and outgoing mail, etc.

Assists in maintaining office equipment and serve as liaison to equipment service providers.

Provides clerical assistance to PTO volunteers and officers as necessary.

May supervise student assistants as assigned.

Responds to inquiries and requests for assistance from school / District personnel, parents, and the general public.

Operates and maintains a variety of equipment, which may include a computer, printer, typewriter, copier, fax machine, telephone, two-way radio, laminating machine, calculator, folding machine, postage machine, etc.; uses clerical, computer and copier supplies.

Interacts and communicates with a variety of individuals and groups, including the immediate supervisor, coworkers, other school administrators and staff, District administrators and staff, students, parents/guardians, and the general public

#### **ADDITIONAL JOB FUNCTIONS**

Assists with routine health room duties as required; calls parents/guardians regarding student health as necessary.

Monitors students in cafeteria and during other activities as requested.

Signs students in / out.

Assists with special meetings, projects, programs and events as requested.

Runs errands as requested.

May perform special duties as related to assigned school.

Maintains clean and orderly work areas.

Performs related duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires high school diploma or GED equivalent supplemented by one to two years of general clerical experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to type with speed and accuracy. Must possess a valid state driver's license.

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into computer and prepare reports, correspondence, budgets, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

**Intelligence:** Requires the ability to apply logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in oral, written or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, policies and procedures of Lexington / Richland District School District Five pertaining to specific duties of the Clerical Assistant. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has thorough knowledge of modern office practices, procedures and of business English and arithmetic. Is able

to type and enter computer data with speed and accuracy. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various administrative materials pertaining to the responsibilities of the job. Is able to maintain records with accuracy and confidentiality. Has skill in the use of computers for data processing, word processing and records management. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Has the ability to offer assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment as needed in performing routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with students, parents, co-workers, personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Is able to perform duties effectively despite frequent interruptions. Is able to perform duties effectively and professionally in an environment in which discrimination and other public issues are constant concerns. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency..

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**