

SCHOOL CLERK - INTERMEDIATE**DEFINITION:**

Under general supervision, performs clerical duties of average difficulty in an intermediate school; serves as receptionist; and performs related duties as required.

TYPICAL TASKS:

1. Maintains attendance records, including issuing admittance slips.
2. Maintains school files.
3. Types various materials such as reports, bulletins, notices, correspondence, etc.
4. May perform clerical tasks in connection with Student Council activities.
5. Serves as receptionist, giving out information and making appointments.
6. Assists in processing new pupil enrollments.
7. Administers first aid and distributes medication according to physician's instructions.
8. Maintains lost and found.
9. Receives, sorts, and routes mail.
10. Assists in the preparation of materials for graduation and other special events.
11. Supervises student help.
12. Processes computer information on student attendance, grading, and scheduling.
13. Operates computers and various office machines.
14. Performs related duties as assigned.

MINIMUM QUALIFICATION

One year experience in clerical work; equivalent to graduation from high school; ability to type 45 words per minute; possession of a valid First Aid Certificate; ability to operate duplicating machines and adding machine. Basic computer knowledge is desirable.

SUPERVISION: School Principal

OVERTIME STATUS: Non-exempt

COLLECTIVE BARGAINING STATUS: Member

WORK PERIOD: 10 months per year, 5 days per week, 8 hours per day