

## **Vail School District Job Description**

**Job Title:** Office Clerk

**Department:** School and/or District Offices

**Reports To:** Principal or Director

**FLSA Status:** Non-exempt

**Classification:** Level 5

**Revised:** 09/04/2012

**SUMMARY:** Perform office related clerical work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Process and maintain daily student attendance records and call parents to verify absences.

Maintain automated (and manual) student records, generate reports, attendance sheets, 40 day (and 100 day) reports, and class lists.

Act as receptionist for the school and manages traffic through the office.

Answer the phones, distribute calls.

Perform typing and clerical duties as assigned.

Maintains the district attendance records.

Assist the health aide and administers first aid as necessary.

Maintain logs and inventories.

Maintain systematic filing system.

Operate standard office equipment.

Distribute mail and packages.

Assist with student registration and withdrawals.

Distribute passes to students.

Prepare daily school informational memos/announcements.

Generate word processing and spreadsheet documents.

Copy and distribute written information.

Maintain a calendar of school events.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

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 diploma or general education degree (GED)

One to three months related experience and/or training; or equivalent combination of education and experience.

### **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 to employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **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**

None.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

### **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.

The noise level in the work environment is usually moderate.