

Job Title: Title 1 Clerk
GRANT FUNDED

Wage/Hour Status: Nonexempt

Reports to: Title 1 Parent Involvement Facilitator

Pay Grade: 4

Dept./School: Education Center

Date Revised: 10/06/08

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Primary Purpose:

Organize and manage the routing work activities of the office and provide clerical services to the department head and other staff members.

Qualifications:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Proficient skills in typing, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and word processing

Experience:

Experience and such alternatives to the above qualifications as the administration may find appropriate and acceptable

Major Responsibilities and Duties:

1. Assist with the maintenance of the database of students.
2. Assist with the maintenance of audible filing system for Federal Grants programs.
3. Work cooperatively with principals and other staff.
4. Assist with the preparation of purchase orders and payment authorizations.
5. Answer incoming calls, take reliable messages, and route to appropriate staff.
6. Maintain general office equipment for staff.
7. Receive, sort and distribute mail and other documents to staff.
8. Take all necessary and reasonable precautions to protect equipment, materials, and facilities.

9. Demonstrate behavior that is professional, ethical, and responsible.
10. Attend to assigned duties in an efficient manner.
11. Maintain confidentiality of information.
12. Maintain good attendance, when absent comply with notification procedures.
13. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer. Occasional district-wide travel.
