

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE School Clerk I

JOB CODE 4209/4210

DEPARTMENT: Schools

PAY GRADE: 17 (UO)

DATE 12/25/2009

BASIC OBJECTIVES

This entry-level clerical work supporting the day-to-day administrative operations of the school. The work involves performing a wide variety of routine clerical and support tasks. The employee normally works under the supervision of the Principal's Secretary, but may receive job assignments from other school support personnel.

JOB TASKS/RESPONSIBILITIES

1. Prepares routine forms, letters, memorandums, listings, circulars and accident reports.
2. Assists other office personnel in checking forms and other documents for completeness and accuracy, processing forms, preparing listings, filing or responding to routine inquiries.
3. Operates switchboard; transfers call, takes and relays messages or provides routine information.
4. Tends office counter, greets and assists parents or provides forms to students as applicable.
5. May process and maintain records of free and reduced lunch program, issues bus passes and prepares admits or permits to leave for student.
6. Logs class absences and calls parents when students are absent from school.
7. Maintains student emergency contact cards and distributes correspondence and forms as required.
8. Contacts substitute teachers as directed to replace teachers who have scheduled absences.
9. Collects data from various sources as applicable.
10. Operates copy machine and other office equipment as directed.
11. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: twisting, reaching, sitting, standing, walking, lifting, climbing, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. General secretarial or clerical experience or training required.
3. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 06/11/92, 10/07/94, 01/29/01

12/25/2009 = paygrade 16 to 17