

JOB DESCRIPTION
Puyallup School District
PAEOP Level A

Office Clerk

Purpose Statement:

This position is responsible for providing secretarial and clerical support to the office and staff in elementary/secondary schools. This person may greet parents and students, processes records for students who are entering or leaving the school, and perform a variety of other clerical duties

Essential Functions include:

- **Answers** the telephone; provides information or routes caller to appropriate staff member; takes messages. Greets visitors to the office; provides assistance and information; promotes effective public relations with parents and general public
- **Composes** correspondence, bulletins, newsletters, lists and forms; provides clerical assistance to teachers and other staff members
- **Provides** back-up and peak-load assistance to office manager; covers office during breaks, lunches, and in the absence of office manager

Other Job Functions may include:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Assists** in supervising students sent to office; assists in monitoring and correcting student behavior
- **Inventories** supplies; troubleshoots minor malfunctions in office equipment
- **Performs** other related duties as assigned
- **Prepares** a variety of student reports; updates and maintains student records
- **Receives**, opens, and distributes incoming mail; prepares items for outgoing mail

Minimum Qualifications:

Education

High school graduation or equivalent

Knowledge and Skills

Required Knowledge, Skills, Abilities:

- Position requires basic verbal communication skills are used to relay general information
- Basic writing skills required, using proper English and good grammar (e.g. conveying information primarily for personal use)
- Passing score on basic skills test required
- Basic single-step calculations required (e.g. addition, subtraction, multiplication, division)
- Basic knowledge of software applications required (e.g. letter writing, email, data entry, flyers/eflyers, facility use, website updates, queries)

Responsibility

- Limited collaboration required
- Courtesy/tact required to exchanging basic information
- Minimal/No independent decision making required, position is typically given all tasks and direction from others

- Duties require use of ordinary discretion in sharing general information with those outside the work group (e.g. address, phone numbers, student lists, student medication, parenting plans)

Working Conditions

- Position has limited/no expectation of regular interruptions of primary work responsibilities
- Position requires regular physical exertion associated with an office environment

Licenses/Special Requirements:

Criminal Justice fingerprint clearance. Must pass district clerical testing, and additional testing upon interview