

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: School Administrative Clerk-HS (N70)	Job Family: 10
Department: High Schools	Lane Placement: 4
Supervisor's Title: School Principal	Contract: 206 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 7 Hours/Day
Department Approval: _____	Date: _____
ADA Review: <u>Janele Masten</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>Butt</u>	Date: <u>6-13-13</u>
Superintendent Approval: <u>Johnson</u>	Date: <u>6/24/13</u>
Original date: <u>06/86</u> Revised: <u>08/05</u> Revised: <u>07/13</u> Revised: _____	

GENERAL FUNCTION

Under the supervision of the school principal and school administrative assistant, the **School Administrative Clerk-HS** will compile, process and submit payroll for the school. Will take and distribute meeting minutes as needed. Will assist in entering employee attendance in to the District system. May provide administrative support to the principal and other administrators as needed. Will work closely with teachers to ensure substitutes are requested and available to cover the classroom for absent teachers.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- May provide administrative support to the principal and other administrators as needed.
- Compile, process and submit payroll by the due date. Ensure correct employee attendance is entered into database and reconciled with the correct substitute and budget codes. Oversee accurate accounting of absences, substitutes and pay for extra activities.
- Ensure substitutes are scheduled to work when teachers are absent. Orient substitutes to school procedures. Run teacher roles for each period. Check subs out at the end of the day.
- Receipt money for student fees or other activities. Enter receipt into district system.
- Maintain school personnel files. Create employee hire sheets for new hires, transfers or budget code changes. Perform new and existing employee personnel processes.
- May maintain school directories, phone number lists, etc.
- Responsible to type and file correspondence, set up appointments and may take minutes at meetings.
- Answer telephones, greet visitors and answer questions from parents, students, teachers, staff, vendors, District and other officials, and the public while maintaining a pleasant and positive office environment.
- Maintain confidentiality of student or district information by following district policies regarding confidential information.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires one year of education or training in business, office skills or related field PLUS two (2) years experience in an office environment, preferably in a school or district setting, with demonstrated competency in computer/software use, typing, customer service or any equivalent combination of education and experience.
- Requires strong computer technology skills, including Microsoft Office products. District computer system experience highly preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills. Requires attention to detail and accuracy of work.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires successful data entry ability.
- Requires excellent communication and interpersonal skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.