

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

CLERICAL AIDE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent and TABE Test.
- (2) Computer proficiency.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office practices and procedures. Ability to use word processing, databases and spreadsheet applications. Ability to communicate orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Supervisor as assigned

JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Organize, file and maintain office records using established guidelines and procedures.
- *(2) Complete duplicating requests.
- *(3) Serve as a receptionist, greeting the public in a courteous and helpful manner.
- *(4) Answer telephone, record and deliver messages and transfer calls as required.
- *(5) Provide typing and data entry services as required or assigned.
- *(6) Assist with other office activities as assigned.
- *(7) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- *(8) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- *(9) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(10) Ensure adherence to good safety standards.
- *(11) Maintain confidentiality regarding school/workplace matters.
- *(12) Model and maintain high ethical standards.
- *(13) Maintain expertise in assigned area to fulfill position goals and objectives.

- *(14) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(15) Exercise service orientation when working with others.
- *(16) Keep supervisor informed of potential problems or unusual events.
- *(17) Use effective, positive interpersonal communication skills.
- *(18) Respond to inquiries and concerns in a timely manner.
- *(19) Serve on school/district committees as required or appropriate.

System Support

- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(22) Demonstrate support for the school district and its goals and priorities.
- *(23) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(24) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(25) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: May 8, 2012