

# **Brockton Public Schools**

## **ASSISTANT CLERK**

**REPORTS TO:** Business Manager

**FLSA Designation:** Non-Exempt

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### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### **ESSENTIAL FUNCTIONS:**

Responsible for tracking and recording employee absences.

Responds to questions regarding employee benefits, credentials, TB tests, fingerprinting, and other terms and conditions of employment.

Enters and processes payroll data.

Assists applicants with completing the application packet as needed.

Maintains and processes current database information, documents, and materials for certificated and classified staff. Inputs grade level or classifications and location information or changes for employees.

Responsible for employment forms, including but not limited to retirement, IRS, and W-2's.

Generates various daily and monthly records and may provide additional reports as requested.

Performs assigned clerical tasks such as filing, typing, and preparing forms.

Operates office equipment and District Office telephone system.

Receives and greets office callers and refers them to proper persons and/or offices.

Maintains inventory of office supplies for the purpose of ensuring availability of required items.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **DESIRED MINIMUM QUALIFICATIONS:**

- One year experience in personnel and general clerical work; high school diploma or equivalent; or any combination of training and experience which could likely provide the desired knowledge and abilities.
- Interpersonal skills including: tact, patience, and courtesy.
- Knowledge of District personnel policies, rules, and regulations.
- Operate a computer and other office equipment.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate effectively both orally and in writing.
- Maintain files and records and prepare reports.
- Make oral presentations to employee groups.
- Perform clerical work independently.

- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

**EQUIPMENT USED:**

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually quiet to moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

**I have read and understand the above job description.**

\_\_\_\_\_  
Signature of Employee and Date

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Signature of Supervisor and Date