



Mobile County PUBLIC SCHOOLS

Job Description Title – SCHOOL CLERK

SUPERVISED BY/REPORTS TO: Principal or his/her designee, Accounting Supervisor, and Chief School Financial Officer

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Must be a high school graduate from a regionally accredited school with a high school transcript or have GED equivalent and evidence of computer experience on application to be considered for the position. Associate degree or higher preferred.
- Demonstrated proficiency in oral and written communication skills. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
- Knowledge of computer network operations, data entry and retrieval using technology, and knowledge of bookkeeping procedures. Knowledge of Microsoft Office Programs: Excel, Word, Access, or other comparable or similar software.
- Must take an Office Basic Skills Test.
- Ability to work independently, prioritize tasks, and perform assignments as directed with accuracy, attention to detail, and within established time frames. Ability to organize and maintain accurate records.
- Ability to exercise tact, courtesy, and initiative in dealing with students, parents, school staff, and the public.
- Possess and demonstrate high ethical standards, accountability, and integrity and ensure compliance with local school financial standards.
- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Good general health, clean in attire and professional in appearance.
- Ability to be punctual and maintain regular attendance.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee may be frequently required to sit, walk or stand for possible long periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, bending, twisting, kneeling, crouching and overall mobility to perform job responsibilities. Must be able to lift 10 to 20 lbs.
- The employee must be able to hear and speak to exchange information in person, on the telephone or office intercom.
- View a computer screen for prolonged periods.

- Have tolerance to be exposed to noisy conditions.
- Work independently and perform assigned tasks in accordance with deadlines and standards with minimal direction or review of work.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

1. Operates a variety of office equipment such as a calculator, copier, fax machine, computer and assigned software.
2. Ability and willingness to work in a highly demanding, stressful environment.
3. Maintains confidentiality regarding school/workplace matters.
4. Demonstrates initiative in the performance of assigned responsibilities; uses time wisely; works efficiently. Models and maintains high ethical standards.
5. Keeps supervisor informed of potential problems, unusual events or work irregularities.
6. Assists in the operation and maintenance of all office machines, copy machines and equipment to promote efficiency. Inventories and orders office supplies and materials as needed for daily operations.
7. Responds to inquiries, requests, constructive feedback, concerns, and/or complaints in a timely and positive manner.
8. Reports absences and takes leave in accordance with Board policies and procedures. Is punctual to work and follows proper dress rules.
9. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
10. Works well with all administrators, teachers, and other members of the team using good interpersonal skills, using tact, patience and courtesy.
11. Answers office telephone, routes incoming calls, and responds appropriately to requests for information.
12. Performs clerical tasks as assigned.
13. Attendance and punctuality are essential job functions.
14. Responsibilities listed here may differ according to the individual school office personnel and needs of the school community.
15. Performs other duties assigned by supervisor, administrator, or principal.

OTHER DUTIES:

- May serve as backup for the Office Secretary, Registrar, Attendance Clerk, First Aid paraprofessional or timekeeper for payroll.
- Assists with the registration process as needed.

LANGUAGE SKILLS:

Ability to read and interpret documents including safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Works in an office environment.
- Faces constant interruptions.
- Must be able to multi-task.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Building Principal or his/her designee.

TERMS OF EMPLOYMENT

Middle School positions are 10-months (202 days). High school positions are 12-months (260 days). All positions are 8 hours per day. Daily work schedule will be determined by the Principal or his/her designee. The employee receives a 30-minute break (off the clock) and two 15-minute breaks, one prior to Lunch and one after Lunch. The supervisor may elect for the employee to have a full hour for lunch. When that occurs, the employee is not eligible for the two 15-minute breaks. Work schedules are subject to change. May work extra hours on occasion when certain reports are due to the Central Office. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.