

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### CLERICAL ASSISTANT

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent with business / clerical training.
- (2) Type 35 WPM.
- (3) Computer proficiency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good organizational skills. Good oral and written communication. Extreme accuracy. Computer proficiency. Tolerance for stress. Ability to work well with others. Good judgment. Confidentiality.

**REPORTS TO:**

Principal

<p><b>JOB GOAL</b></p>
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<p>To accurately enter data in order for students to continue to receive services.</p>
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**SUPERVISES:**

N/A

**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.

**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.

**Job Description Supplement No. 05**

**CLERICAL ASSISTANT (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Enter student data.
- \* (2) Operate office machines.
- \* (3) Type letters, forms, and reports.
- \* (4) Assist in maintaining files, answer telephones, and distribute mail.
- \* (5) Meet the public in a courteous and helpful manner.

**Employee Qualities / Responsibilities**

- \* (6) Work cooperatively with others.
- \* (7) Maintain good attendance and punctuality.
- \* (8) Use effective, positive interpersonal communication skills.

**System Support**

- \* (9) Perform data entry for FTE, ESOL, ESE and other data which is tied to student funding.
- \* (10) Remain sensitive to needs of students, parents, and staff.
- (11) Perform other duties as assigned.

\*Essential Performance Responsibilities