

## **Job Description: General Clerk**



### **Position Title:**

Clerk/Receptionist (General)

### **FLSA Status:**

Non-Exempt

### **Salary Grade:**

### **Pay Grade:**

### **Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

### **Custom Job Purpose:**

This position exists to perform routine clerical work within various offices in the School System.

### **Essential Functions of this Job**

Types letters, memoranda, reports, cards, statements, purchase orders, tabulations, and other materials from copy or rough draft; cuts and proofreads stencils; operates mimeograph, copy, and stencil cutting machines.

Sorts and files correspondence, reports, vouchers, or other materials numerically, alphabetically, or by different established classifications; sorts and distributes mail. Receives, verifies, catalogs, and prepares library materials for distribution.

Meets the public, gives nontechnical information, explains well-defined rules, screens and refers to office callers, and takes telephone messages.

## **Job Description: General Clerk**

Prepares and processes routine forms or form letters. Post data manually or by machine from states or create notes to cards or other records based on well-established procedures.

Computes data from listings, reports, or other records; assembles data in the appropriate form for use in completing required reports.

### **Non-Essential Functions of this Job**

Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

Some knowledge of business English, punctuation, spelling, and arithmetic. Some knowledge of office practices and procedures. Ability to type at a prescribed rate of speed. Ability to make arithmetic computations with reasonable speed and accuracy. Ability to keep routine records and make simple reports. Some skills in the use of office and duplicating equipment. Bilingual/biliterate preferred.

### **Education, Experience, and/or Certification/License Requirements**

Graduation from an accredited high school or completion of GED, with courses in typing, or an equivalent combination of training and experience.

### **Work Context:**

Requires sitting and some standing, walking, and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires work with both internal and external contacts, and with the public.

### **Physical Environment:**

Requires working indoors in environmentally controlled conditions. Requires sitting for much of the day, and the ability to lift, carry, move, and/or position objects infrequently weighing up to 20 pounds.

### **Local Code: 9000**

### **EEO5:**

### **Approval Date:**

### **Date Last Revised: 4/18/2022**

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.