

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

November 10, 2021

The Autauga County Board of Education is now accepting applications for the position of: Clerical Aide at Daniel Pratt Elementary School

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Please see the attached ACBOE job description for this position.

Effective Date: Following Board Action

Salary: \$13,344

Contract Length: 187 days (9 months)

Application Information: Go to <http://www.alsde.edu/TeachinAlabama/> to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: November 10, 2021 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

CLERICAL AIDE
(Local School)

JOB TITLE: Clerical Aide

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Principal

QUALIFICATIONS:

High School education or equivalent with successful experience in working in an office environment. Must have experience in preparing reports, computer operation and working with the public. Must be able to type proficiently, to operate office machines and be able to work with school staff.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Type necessary correspondence.
2. Maintain filing system.
3. Operate office equipment necessary for job performance.
4. Answer telephone and serve as receptionist.
5. Handle disposition of permanent records and transcripts when necessary.
6. Keep Daily Attendance accumulator program and all required attendance reports.
7. Prepare absentee list daily.
8. Verify deposits for bookkeeper.
9. School zone verification.

JOB GOAL:

To serve as Clerical Aide in a manner which ensures efficient support for the operation of the school and to work with the Principal in carrying out designated functions of the school while maintaining accurate attendance information.