

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) One (1) year of office experience.
- (3) Type at a prescribed rate of 35 CWPM.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow oral and written instructions. Knowledge of business English, spelling, punctuation, and arithmetic. Knowledge of office practices and procedures. Ability to establish and maintain effective working relationships with other employees and the public.

REPORTS TO:

Immediate Supervisor

JOB GOAL

To contribute to the efficient operation of the school or District office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Organize and maintain records and / or filing system.
- * (2) Deliver office messages to faculty and / or staff.
- * (3) Receive and store office supplies.
- * (4) Maintain communication, route and circulate written instructions and information to faculty and / or staff.
- * (5) Sort and distribute mail.
- * (6) Type a variety of materials.
- (7) Address material for mailing.
- (8) Keep typewriter / computer clean and maintain typing / computer supplies.
- * (9) Operate a variety of office equipment.
- (10) Act as receptionist, answering incoming telephone calls and meeting visitors in a professional and courteous manner.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(12) Ability to work in a constant state of alertness and safe manner.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Group 2 of the ESP Salary Schedule

DOE Job Code 73092

Revised Board Approval 04/11/2017

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