



Longview Independent School District

JOB DESCRIPTION OFFICE CLERK

JOB TITLE:	Office Clerk	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Clerical/Par 2

PRIMARY PURPOSE:

Assist in efficient operation of school office and assist in clerical services for school

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Experience:

Some experience working with school-aged children; possess public relations skills

Special Knowledge and Skills:

- Basic computer knowledge
- Maintain composure in a stressful situation
- Ability to work under a minimum amount of supervision

MAJOR RESPONSIBILITIES AND DUTIES:

1. Perform data entry, maintains student information on a computer
2. Respond to inquiries for the public, parents, students, and campus staff
3. Remain current concerning campus events, courses, community resources, and related information
4. Assist with clerical tasks
5. Coordinate fund raisers, pictures, and translations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Maintain a log of visitors in the school
7. Receive incoming calls, take reliable messages, and route to appropriate staff
8. Comply with district policies, as well as state and federal laws and regulations
9. Adhere to the district's safety policies and procedures
10. Maintain confidentiality in the conduct of district business
11. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
12. Demonstrate regular and prompt attendance
13. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: August, 2013