

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 1987
 LAST REVISION DATE 10/2014
 BAND & GRADE A 1 2 2

POSITION TITLE Clerk/Typist

IMMEDIATE SUPERVISOR High School Principal

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

Provide general clerical assistance to the High School Principal and Assistant Principals.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.00 PROVIDE GENERAL CLERICAL ASSISTANCE</p> <p>1.01 Type correspondence, letters and reports.</p> <p>1.02 Assist with Report Card and special bulk mailings.</p> <p>1.03 Sort mail for all faculty/staff.</p> <p>1.04 Type and distribute the student bulletin; including posting to the staff bulletin board and high school website.</p> <p>1.05 Send and receive faxes for faculty/staff.</p> <p>1.06 Assist administrative staff in shifting paraprofessionals and substitutes to meet priority needs when substitutes are not available to fill all vacancies.</p>		<p>5% D</p> <p>5% Y</p> <p>5% D</p> <p>20% D</p> <p>1% D</p> <p>10% D</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> High School policies and procedures. District policies and procedures. Building and District Crisis Management plans. Student management system/software. Applicable state/federal rules and regulations. Community and student concerns. Computer technology. Composition of letters and reports. Past practices and location of historical information. Records retention 	<p>1.01 Correspondence, letters, and reports were prepared accurately and timely.</p> <p>1.02 As needed – a minimum of 7 times yearly.</p> <p>1.03 Mail was distributed correctly.</p> <p>1.04 Bulletin was prepared and distributed accurately and timely.</p> <p>1.05 Received faxes were distributed to appropriate staff and faxes were sent as requested.</p> <p>1.06 Assistance was given to shift</p>

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1.07 Update the digital marquee with upcoming events and activities as directed.		20% W		requirements. 11. Correct grammar usage, spelling and punctuation.	paraprofessional staff to meet high priority needs.
1.08 Answer general inquiries from patrons, staff and students.		5% D		12. Proper telephone etiquette.	1.07 Digital marquee was up-to-date and provided accurate information.
1.09 Greet and screen visitors and calls; and relay information to appropriate staff.		5% D		13. Office routines.	1.08 Accurate information was provided to patrons, staff and students.
1.10 File documents and maintain files as directed.		5% D		14. Recordkeeping.	1.09 Visitors and calls were screened and referred to appropriate staff.
1.11 Operate office machines (fax, copier, intercom, radio, ect.)		5% D		15. Database program and trouble-shooting technical difficulties.	1.10 Documents were filed accurately.
1.12 Assign mailboxes for faculty and staff.		5% Y		Ability to: 1. Communicate effectively	1.11 Office equipment is in good working order.
1.13 Assist in the preparation and distribution of back to school packets.		30% Y		2. Work cooperatively.	1.12 Each faculty/staff has a mailbox.
1.14 Assist in database entry for student course schedules.		10% Y		3. Plan and organize.	1.13 Assisted in preparation and distribution of packets.
1.15 Maintain an orderly and efficient office.		2% D		4. Manage time.	1.14 Student course schedule information was entered accurately and timely.
1.16 Receive telephone calls and voice messages; direct calls and voice messages to the appropriate staff.		10% D		5. Make decisions.	1.15 Office is neat and orderly.
1.17 Issue "Visitor" identification badges and maintain the visitor log.		5% D		6. Establish positive relationships.	1.16 Screened calls and voice messages and referred to appropriate staff.
1.18 Monitor and direct the work of student interns.		5% D		7. Perform under stressful situations and with frequent interruptions.	1.17 Visitor log was maintained and visitor badges were issued.
				8. Resolve problems.	
				9. Meet deadlines.	
				10. Maintain confidentiality.	
				11. Operate and maintain office machines.	
				12. Demonstrate consistent and reliable attendance.	
				Skill in:	
				1. Typing.	
				2. Filing.	
				3. Operation of office equipment.	
				4. Operation of computer hardware and software	
					1.18 Monitored and directed the work of student interns.

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2.0 SUPPLY & EQUIPMENT INVENTORY				5. Organizing.	
2.1 Inventory and order office supplies and maintain a neat and orderly office, organizing materials so they are easily accessible.		10% W		6. Using time effectively.	2.1 Maintained inventory of office supplies.
2.2 Prepare requisitions for office supplies and order when needed.		10% M		7. Maintaining accurate records.	2.2 Prepared requisitions as needed.
2.3 Assist with student locker assignment.		10% Y			2.3 Assisted in the assignment of student lockers.
2.4 Maintain record of student locker assignments and locker combinations.					2.4 Maintained record of student locker assignments and combinations.
2.5 Assist with copy room operations as needed.		As Needed			2.5 Assisted in the processing of documents in the copy room.
2.6 Maintain and organize equipment/supply storeroom.		5% W			2.6 Maintained and organized equipment/supply storeroom.
3.0 FINES & FEES					
3.1 Maintain student fine records.		10% W			3.1 Maintained accurate student fine records.
3.2 Collect, deposit and record money received for fines, fees, etc.		10% W			3.2 Collected, recorded and deposited all money received for fines, fees, etc.
3.3 Keep accurate records from faculty – fees and fines.		5% Y			3.3 Recorded fee and fine information provided by faculty.
3.4 Collect and provide receipts for payments of fines and deposits for fees		10% W			3.4 Completed, recorded and filed receipts for all fines and fees.
3.5 Complete Quarterly Reports of paid fees.		5% Y			
3.6 Prepare Faculty and Staff Absence Reports.		2% D			3.5 Completed and submitted quarterly reports in a timely manner.

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<p>3.7 Sign in substitute staff and issue appropriate temporary identification badges.</p> <p>3.8 Check out keys to substitutes and assist in managing the key lock box.</p> <p>4.0 Other duties as assigned.</p>		<p>2% D</p> <p>3% D</p> <p>As Needed</p>			<p>3.6 Maintained staff absence reports</p> <p>3.7 Subs were signed in and temporary identification badges were issued.</p> <p>3.8 Keys were checked out and returned appropriately.</p> <p>4.1 Duties assigned will be completed to the satisfaction of the supervisor.</p>