



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	General Clerk I (All Locations)
CONTRACT YEAR:	9, 10, 10 ½, 11, 12 Months or Year-round calendar
PAY GRADE:	10 (This is an entry job to the Career Path Job Progression Program)
BARGAINING UNIT:	Broward Teachers Union – Educational Support Professionals (ESP)

QUALIFICATIONS:

EDUCATION: Standard high school diploma, Special high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

EXPERIENCE: No previous work experience required.

ADDITIONAL REQUIREMENTS: The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job.

REQUIRED: Computer skills as required for the positions.

PREFERRED: Bilingual skills preferred.

REPORTS TO: Administrator/Principal or designee

POSITION GOAL: To perform varied clerical work in a responsible and accurate manner.

SUPERVISES: No supervisory responsibility

ACCOUNTABILITY
PROCEDURES:

The administrator/principal or designee will assess the effectiveness of the General Clerk I (All Locations) annually with respect to the performance of specific responsibilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The General Clerk I shall:

1. maintain filing systems; assemble, label, and prepare materials for filing; establish, maintain, or revise the order and nomenclature of file folders, drawers, and cabinets for a variety of files.
2. code, classify, post, and consolidate information for reports; check for required forms, documents and number of copies.
3. check for accuracy and completeness of routine material.
4. distribute routine incoming mail; sort and stamp outgoing correspondence; address envelopes and packages; prepare printed matter and other material for mailing.
5. order, receive, examine, and distribute office supplies and materials and maintain inventory records.
6. assist at information desk, receive and refer visitors, relieve switchboard operator, take telephone calls and messages, supply routine information upon request.
7. perform minor record keeping duties.
8. maintain student decorum while students are waiting in or assigned to school offices.
9. assist with the creation of vital reports and, under direct supervision, prepare the reports, accumulate data and use calculator to compute required figures.
10. contact various departments within the school district and also non-school personnel to provide and request information.
11. assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed.
12. interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
13. operate standard office equipment such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, duplicator, etc., as well as equipment developed or advanced from future technology as required by the job.

14. participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment.
15. review current developments, literature and technical sources of information related to job responsibility.
16. ensure adherence to good safety procedures.
17. perform other duties as assigned by the administrator/principal or designee.
18. follow federal and state laws, as well as School Board policies.

Board Approved: 11/17/92 &

Adopted: 12/1/92

Board Adopted: 12/16/03

Board Adopted: 6/1/04