

School Board Agenda Item CC-2  
April 21, 2015

**Executive Summary**  
Revised Job Description for the General Clerk I Position

**Background:** This item is being recommended for School Board approval to meet requirements for revised job descriptions.

**Position Title:** **General Clerk I**

**Division/Department:** **(All locations)**

**Pay Grade:** **10** (General Clerk I)

**Range:** **\$12.71881 - \$19.49693**

**Salary Schedule:** **2014-2015 FOPE Salary Schedule**

**Recommended Policy Status:** Non- Chart Job Description - **Final** Reading

**Rationale:** This job description has been requested for revision to update the education qualifications.

This job description is being revised to update the education requirement(s) to include the acceptance of special diplomas. This change is necessary given that there are several individuals within the District with a special diploma who are capable of performing the essential functions associated with the job and do not have career path progression. The purpose of this position is to provide necessary services to students. Any vacant positions in accordance to this job description will follow standard advertising or selection process.

Prior to the recommendation to the School Board for approval, a representative from the Federation of Public Employees (FOPE) was notified of the revised job description request and a deadline date was provided for feedback. As of the deadline, no feedback was received.

**Cost:** There is no financial impact to the District.