
- Types, copies, files and mails various routine and confidential letters of correspondence, reports, records, etc.
- Maintains confidential department personnel files.
- Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility.
 - Answers the telephone* provides accurate information to callers and/or forwards calls to appropriate staff person. Meets office visitors and performs customer/public service duties as required.
- Performs other routine office duties as necessary, including but not limited to processing daily mail, maintaining lists and logs, sending and receiving faxes, copying and filing documents, etc.
- Operates a variety of equipment, which include a computer, printer, typewriter, copier, fax machine, telephone, calculator, etc.* uses clerical, computer and copier supplies.
- Interacts and communicates with the immediate supervisor, coworkers, other district administrators and staff, school administrators and staff, vendors and service providers, and the general public.
- Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

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To perform this job successfully, an individual must

, ability to deal with problems involving a variety of variables in standardized situations.

Valid SC Driver's License. , ability to develop effective working relationships with staff and the community. , ability to communicate clearly and concisely. , ability to perform duties with a awareness of all district requirements and the Board of Education policies.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 56 pounds. Specific vision abilities required by this job include close vision. Employee must be able to distinguish where a sound is coming from. The employee frequently communicates through speech.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

57 months
Clerk and Office Staff Salary Scale

The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.

Performance of this job will be evaluated annually according to Board Policy.

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.