

**ANTELOPE ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
DISTRICT CLERK**

POSITION: District Clerk, Confidential

TERMS OF EMPLOYMENT: Range 5, 12 month/year

REPORTS TO: Chief Business Official

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
 - Reasonable proficiency of typing and computer operation
 - Working knowledge of basic office equipment and machines
 - Two year's office experience
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GENERAL SUMMARY

Under general supervision of the CBO, provides support services for the district office; performs a range of clerical, bookkeeping and data entry duties at the journey level; meets all necessary timelines as defined by the District and county regulations. Requires independent judgment and a high level of accuracy, and performs other duties directly related to this job description.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Performs a wide variety of general clerical duties to support district operations: including filing, preparing records, monthly reports, and miscellaneous accounting duties
- Enter and track information into appropriate computer programs. Verify and review forms and reports for completeness and accuracy. Ensure compliance with district protocols.
- Organize and maintain various administrative, confidential, reference imaging and follow-up files; purge files as needed.
- Scan documents into DocStar .
- Maintain DMV and bus driver records.
- Schedule bus driver trainings and drug testing.
- Schedule and track all Keenan Training
- Assist in maintaining tech inventory.
- Assist in uploading documents onto the website.
- Maintains confidentially.
- Interact with staff and public as needed: related to district activities.
- Checks in deliveries.
- Type items as needed and/or requested by supervisors.
- Record-keeping procedures to allow for audit procedures.
- Serve as backup to site secretaries as requested.
- Performs other duties as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of the methods, practices and procedures of financial record keeping.
- Knowledge of office practices and procedures.
- Ability to interpret and to follow written and oral instructions including rules and regulations.
- Ability to type and to operate standard office machines including computer programs for data processing, record keeping, data analysis and word processing.
- Ability to type at the rate of 45 words per minute
- Ability to deal with a wide range of personalities and situations while maintaining diplomacy, friendliness, and poise.
- Ability to work under stress in a calm manner.
- Ability to meet critical time lines in a highly conscientious manner.
- Assists others when time allows.
- Ability to establish and maintain effective working relationships with others.

ENVIRONMENTAL CONDITIONS

- Indoor business office environment
- Temperature- normal climate

CONTACTS

- Daily contact with District staff,
- Occasional contact with parents, community members and outside agency personnel.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

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HRS Office Use Only

Created: Oct 2022 Revised: _____

APPROVED

Print Name: Tammy Alamo Title: CEO

Signature: Tammy Alamo Date: 10-31-22

Board Approved November 10, 2022
