



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: OFFICE CLERK I

QUALIFICATIONS:

1. Standard High School diploma or GED
2. Proficient in word processing, Excel, and the use of modern technology.
3. Clerical experience preferred

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

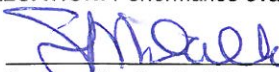
PERFORMANCE RESPONSIBILITIES:

1. FOCUS Duties include but are not limited to the following:
 - Data Entry
 - Student Enrollment/Registration
 - Parent Portal maintenance
 - Assisting Parents with Parent Portal
 - FTE Edits
 - DOE Edits
 - Assist Teachers with FOCUS questions and concerns
2. Verify, code, or classify incoming materials and documents; may make computation for reports and record or reduce information to a simple form for use.
3. Compile a variety of information from various sources for use in preparing requisitions, reports, and other documents.
4. Establishes and may be responsible for the complete maintenance of electronic files which would include responsibility for accurate filing and retrieval of materials (i.e. common drive maintenance and organization).
5. Answers telephones, screens and routes calls, takes messages, and may answer routine questions.
6. May operate a variety of office equipment with such accuracy as can be acquired from their use on the job. These machines include but are not limited to: Computer, Copier, Scanner, Printer, Laminator, Safety Programs and equipment (i.e. Raptor).
7. Performs related work as required for the efficient function of the office.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Ten (10) – Twelve (12) months. Paygrade as established by the School Board in Current Salary Schedule 3.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


Reviewed by Dept. of Human Resources

APPROVAL
Date: APR 8 2014
Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer