



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

TITLE: OFFICE CLERK II

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
 - Parent Portal maintenance
 - Assisting Parents with Parent Portal
2. Prepares reports
3. Assists in maintaining accurate files.
4. Answers telephones, screens and routes calls, takes messages, and may answer routine questions.
5. 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).
6. 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. Pay grade as established by the School Board in Current Salary Schedule 3.

EVALUATION: Performance evaluated annually in accordance with School Board Policy **APPROVAL**



Reviewed by Dept. of Human Resources

Date: APR 8 2014
Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer



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