



## OAKLYN PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** OFFICE CLERK

**QUALIFICATIONS:**

1. Have a High School Diploma
2. Have knowledge of computers, copy machine, postage meter, phone system, PA system and attendance program
3. Good people skills

**REPORTS TO:** Principal

**JOB GOAL:** The primary function of the Office Clerk is to assist in the attendance and school office with the daily routine activities of the office and service staff; parents and students in whatever way necessary.

**PERFORMANCE RESPONSIBILITIES:**

1. Type faculty announcements and distributes to faculty
2. Answer phones in attendance office
3. Assist in checking daily attendance sheets and verifying student attendance
4. Assist Attendance Office in tracking unaccountable students
5. Performs duties of attendance secretary when absent including answering phones, writing passes and assigning detention as necessary and filing notes from parents/students
6. Provides coverage for guidance office during secretary's lunch including transcripts, mailings progress reports and homework request
7. Process student transfers when required
8. File all student records i.e. test results, report cards
9. Collate and mail student progress reports
10. Process incoming mail
11. Input data for testing pre-ID labels for all grades
12. Assist the Guidance Counselor and the Nurse when needed for the typing of letters and mass mailings
13. Performs other duties as may be assigned by the Principal or Superintendent

**TERMS OF EMPLOYMENT:** Ten month year. Salary and hours are established within the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

**EVALUATION:**

Performance of the job will be evaluated annually in accordance with the provisions of the Board's policies for personnel evaluation.

**DATE APPROVED:**