

# JOB DESCRIPTION

## Lawrence Public Schools

### CLERICAL AIDE

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#### Purpose Statement:

The job of Clerical Aide is done for the purpose/s of providing general clerical support to instructional and administrative personnel within the school site including maintaining a variety of student records, operating a variety of office equipment, grading student papers, maintaining inventory of office supplies, etc.

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#### Essential Functions

- Communicates with parents, students, staff, etc. in person, by telephone or letter for the purpose of providing information on a variety of attendance issues and meeting district and state absence notification requirements.
- Compiles student records (e.g. birth certificates, transfers, immunization, etc.) for the purpose of meeting state, federal and/or district requirements.
- Greets individuals entering the school office (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries, directing individuals to appropriate location/personnel and/or ensuring that all visitors have signed in on the visitors log.
- Maintains a variety of records and/or files, including student records (e.g. purchase orders, rosters, student cum files, emergency records, daily attendance, completed reports, etc.) for the purpose of providing documentation for audit purposes and meeting state, federal and administrative requirements.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare as assigned.
- Performs enrollment, transfer and withdrawal activities (e.g. interpreting transcripts, forwarding materials, updating automated student information system, etc.) for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Performs record keeping and general clerical functions (e.g. proofreading, filing, copying, faxing, etc.) for the purpose of supporting school office operations.
- Prepares a variety of reports and written materials for the purpose of meeting state, federal and/or district requirements.
- Processes documents, forms, mailings and materials (e.g. new registrations, transcripts and transcript requests, withdrawals, purchase orders, bus passes, etc.) for the purpose of disseminating information and completing transactions.

#### Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Maintains office equipment, tools and work areas (e.g. cleaning, load supplies, clear paper jams, etc.) for the purpose of ensuring a safe working environment and the availability of items within a specific time frame.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; common office machines; business telephone etiquette; and office methods and practices

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities; displaying patience and a sense of humor; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under some hazardous conditions.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Required Testing**

Physical Exam/TB Screening

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

None Specified

**Clearances**

Kansas Bureau of Investigations/Social & Rehabilitation Services

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**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 7