



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** High School Administration Clerk

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 206

**REPORTS TO:** Principal

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- Under the supervision of the High School Administrators, the Clerk contributes to the efficient and effective flow of communications throughout the school office. To enhance public relations by exhibiting prompt and courteous handling of all inquiries and visitors. To assist the principal's office as needed and available. Proficiency in the use of copiers, calculators, typewriters, computers, and printers. To discuss with supervisor's methods or ideas that enhances the overall efficiency of the department. To contribute to staff morale by projecting a pleasant and friendly personality that exhibits maturity and self-control.

### **QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Proficiency in typing, word processing and file maintenance
- General clerical skills including data entry and record keeping.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Greets visitors courteously, determines their needs and directs or escorts them to the proper person.
2. Ensures confidentiality when required.
3. Exercises good telephone etiquette, answers questions according to policy, takes reliable messages, and routes to appropriate staff members.

4. Demonstrates punctuality and dependability with regards to scheduled workday and overtime.
5. Maintains a file system for area of responsibility.
6. Adheres to proper channels when communicating ideas, problems, etc.
7. Demonstrates proficiency in the use of copiers, calculators, computers, and typewriters.
8. Projects a pleasant image through dress and demeanor.
9. Accurately performs routine bookkeeping tasks requiring basic math.
10. Verifies or directs incoming shipments to appropriate departments.
11. Demonstrates ability to communicate in both an oral and written manner.
12. Demonstrates initiative in undertaking task at hand and relieving the workload of co-workers.
13. Performs varied tasks in the preparation of correspondence, forms, reports, etc. for the high school as time permits.
14. Participates in the development of improved methods of operation.
15. Undertakes additional duties as assigned.
16. Collects information for PEIMS reports, input in computer and verifies accuracy under the direction of the administrators.
17. Demonstrates proficiency in the performance of duties requiring secretarial skills that allows the office to operate smoothly.
18. Assists in preparing and maintaining accurate records and reports as needed by the administrators.
19. Assists the administrators in the effective use of office time scheduling appointments, report deadlines and/or calendar of events to meet priorities in a timely routine.
20. Is courteous, friendly, and generally efficient in serving students, parents, staff, and campus guests.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals.

#### **Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

#### **Motion:**

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

#### **Lifting:**

Occasional light lifting and carrying (less than 15 pounds).

#### **Environment:**

May work prolonged or irregular hours, occasional districtwide travel.

#### **Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**