| **Job Title:** | **Administrative Clerk II** |
| --- | --- |
| **Supervisor:** | Director of Distance Education | **Location:** | Raven Homeschool |
| **Authorized Hours:** | 7.5 hours per day, M-F | **Classification:** | Classified/Hourly |
| **Days/Months:** | 12 months | **Range:** | D |

# General Responsibilities

Provides basic clerical support to an office through the performance of such tasks as routine typing, filing, sorting mail, copying documents, and serving as the receptionist.

# Qualifications

**Education:** High School Diploma or GED.

# Example of Duties

1. First on telephone calls and to receive visitors for office teachers and staff.
2. Picks up, receives, opens, date stamps, sorts, and delivers mail and/or other materials.
3. Types cards, envelopes, labels, folders and simple memoranda according to specific instructions.
4. File and retrieves requested records according to alphabetical, coded. Or other established file systems.
5. Schedules ILP and family meetings.
6. Coordinates enrollment with new and returning families.
7. Updates ILP Packets, files, sends out mailers, Brightways information, maintains accurate forms, and maintains a variety of data base records such as addresses, telephone numbers, and vacation schedules.
8. Photocopies document; collates, assembles and distributes materials.
9. Receives documents, forms, applications, etc. and review for completeness or correctness according to specific instructions.
10. Performs data entry tasks for which there is limited variation in formats and procedures and there are specific instructions for coding and entering data.
11. Maintains and orders office inventory of paper, envelopes and general supplies.
12. Maintains and cleanly and organized office environment.
13. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# Equipment Used

# Computer, printer, copier, video-conferencing system.

# Independent Decisions

# Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

# Primary Working Contacts

# Administrators, teachers, counselors, students, and parents.

# Responsibility for Cash, Equipment, Safety

None

# Supervision Received and Exercised

Given: None

Received: From Director

# Unusual Working Conditions

Work is performed in a normal office setting. There are no unusual demands of the position. Position is mostly sedentary with extended periods sitting at desk/computer.

# Evaluation

# Annual written evaluation.