
Job Title Senior Clerk
Reports to Director/Supervisor Assigned
Dept/School Assigned Location

Job Title Code 415150
Wage/Hour Status Non-Exempt
Pay Grade 305
Date Revised January 7, 2025

Primary Purpose

Perform complex office/clerical tasks in support of the assigned department under limited supervision while maintaining a high level of confidentiality. Tasks are diverse and occasionally complex in nature, requiring individual analysis and judgment. Be able to apply and develop their skills. Serve as a resource for staff, administrators, and department. Adhere to federal and state laws, as well as district policies procedures, and regulations.

Education/Certification

- High School Diploma/GED

Special Knowledge/Skills

- Proven experience in an administrative role, with a track record of providing high-quality support in a fast-paced environment
- Strong organizational skills and attention to detail
- Excellent communication skills, both written and verbal
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications
- Ability to prioritize tasks and manage time effectively
- Discretion and confidentiality when handling sensitive information
- Flexibility to adapt to changing priorities and deadlines
- Ability to work independently with minimal supervision
- A willingness to take on new challenges and learn new skills.
- Positive attitude and team player mentality

Experience

- Five (5) years of clerical or secretarial experience

Major Responsibilities and Duties

1. Provide comprehensive administrative support to departmental staff, including supervisors. This may involve managing calendars, scheduling meetings, preparing correspondence, and handling phone calls and emails.
2. Maintain and organize departmental records, files, and documents. This includes both physical and electronic files, ensuring easy access and retrieval as needed.
3. Accurately enter data into departmental databases and systems. Responsible for verifying the accuracy of data and making any necessary corrections or updates.
4. Serves as a point of contact for internal and external communication related to the department. This may involve communicating with other departments, campuses, vendors, or stakeholders.
5. Prepare reports, presentations, and other materials as needed by the departmental staff. This may involve compiling data, analyzing information, and presenting findings clearly and concisely.
6. Coordinate departmental projects and initiatives as assigned. This may involve working with other team members, tracking project timelines, and ensuring deadlines are met.
7. Provide training and guidance to other clerical staff within the department.
8. Perform job-related duties as assigned by the supervisor.



JOB DESCRIPTION

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions. Repetitive hand/wrist motions and prolonged use of a computer. Requires prolonged sitting, moderate standing, walking, and reaching.

Terms of Employment

221 days; salary to be established by Boart of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

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