

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Campus Clerical Assistant	Wage/Hour Status:	Nonexempt
Reports To:	Principal	Pay Range:	727
Dept./School:	Assigned Campus	Date Revised:	3/25/19

Primary Purpose:

Assist the campus administrative staff with various assigned clerical duties.

Qualifications:

Education/Certification:

High school diploma or equivalent

Education requirement may be met with qualifying full time work experience

Special Knowledge/Skills:

Proficient skills in typing, keyboarding and file maintenance

Adept in Microsoft (MS) Word, MS Excel, MS PowerPoint

Excellent telephone, grammar, spelling and organization skills

Effective communication (verbal and written) and interpersonal skills

Experience:

Previous experience that demonstrates basic skills to perform assigned tasks

Major Responsibilities and Duties:

Assist in organizing and maintaining office files, receiving and sorting incoming mail, and freight receiving and delivery

Prepare and update documents and binders

Maintain campus bulletin boards and fundraiser files

Assist in scheduling and confirming meetings, as well as maintain meeting calendar and reminders

Monitor campus calendar and campus activities so that heating/cooling, security and custodial needs are met

Assist in maintenance of Whiz Quiz, school vans, and campus parking files

Assist Principal, office manager and attendance clerk with duties and special projects as needed

Assist with SBIC and PSAT preparation

Job Title: Campus Clerical Assistant

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Computer, typewriter, copier, FAX, telephone, printer, and calculator

Working Conditions:

Mental Demands:

Maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 03-25-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____