

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Clerk II	Wage/Hour Status:	Nonexempt
Reports To:	Campus Principal	Pay Range:	745
Dept./School:	Campus Assigned	Date Revised:	03/26/19

Primary Purpose:

Provide receptionist and clerical support for multiple staff members, and facilitate the efficient operation of the department.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Proficient computer, typing, word processing and telephone skills

Excellent communication (verbal and written) and multi-tasking skills

Knowledgeable in Microsoft Word and Excel programs

Experience:

Three to four years' secretarial experience

Major Responsibilities and Duties:

Answer telephone, greet visitors and respond to inquiries for general information

Prepare articles for distribution and filing

Sort and distribute department mail

Copy documents as needed for staff members

Fax information for staff members including network faxing to multiple groups and individuals

Assist staff members with projects and word processing of correspondence and reports

Assist with bulk mail authorization requests

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

Job Title: Clerk II

Equipment Used:

Computer, printer, copier, fax, folding machine

Working Conditions:

Mental Demands:

Proofreading, maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Occasional lifting and carrying; repetitive hand motions with use of telephone/computer; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting of up to 50 pounds

Acknowledgement:

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:** 03-26-19 _____

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:** _____