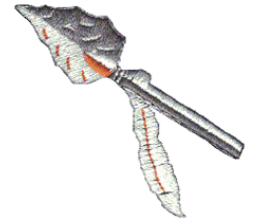


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

CLERICAL ASSISTANT

Range Assignment: 05

Qualifications:

- High School Diploma or equivalent
- Accurate typing and computer skills
- Ability to operate variety of office machines
- Current first aide card (if required)

Reports to: Building Principal/Secretary; and others as designated by Principal

Job Goals: To assist in establishing and maintaining a well-organized system and procedures designed to give maximum service to the Principal, staff, students and public

Performance Responsibilities (essential job functions):

- Assists in performing a wide variety of secretarial, accounting and clerical duties for administrative personnel, teachers and support staff assigned to a school
- Screens telephone calls and visitors for principal, making appointments for him/her
- Independently answers inquiries and supplies information on a wide range of technical and program matters for administrators, teachers, staff and the public
- Composes routine memos and correspondence from brief verbal instructions or notes
- Types a variety of reports, records and other materials, including letters to parents and memos to students
- Operates a variety of office machines and gives assistance to staff members in the use of these machines
- May provide backup to enter discipline referrals into discipline database
- Maintains confidentiality in dealing with student/staff matters
- Adheres to all district health and safety guidelines, including all precautions of the Bloodborne Pathogens Exposure Control Plan
- May be required to account for food service money and records
- Serves as main back up for assistant or lead secretary
- Is punctual and maintains regular attendance
- Performs related duties as required

Physical Requirements:

In a work day, employee may sit 3-6 hours; stand/walk 1-4 hours; may use hands for repetitive single grasping and fine manipulation. May need to bend, squat, climb stairs occasionally, and lift up to 35 pounds

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

N/A – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation					X
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs			X		
**Lifting/Carrying Max weight: 40 lb			X		
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

Terms of Employment:

Probation period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Board's policy on evaluation of classified personnel.

I, _____ have read and understand the above requirements for this job position.

Signature _____ Date _____