

POSITION DESCRIPTION

Duluth Adult Education Clerical

SECTION I: GENERAL INFORMATION

Position Title: Duluth Adult Education Clerical	Department: Teaching, Learning and Equity
Immediate Supervisor's Position Title: Duluth Adult Education Coordinator	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under direct supervision, the Duluth Adult Education (DAE) Clerical provides administrative and office support to the Duluth Adult Education program. This position primarily assists DAE staff and adult learners with routine tasks. The position contributes to the smooth operation of the DAE center by handling basic clerical duties, maintaining organization, and upholding confidentiality.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Greet and assist adult learners and visitors at the DAE front desk.
2.	Answer incoming phone calls, take messages, and direct inquiries to appropriate staff.
3.	Provide basic program information, such as class schedules and general directions, to learners.
4.	Assist with the distribution and collection of student enrollment and program forms.
5.	Handle general office tasks, including precise filing, copying, and scanning of documents.
6.	Process incoming and outgoing mail, sorting and distributing as needed.
7.	Maintain organized common areas and assist with office supply inventory and stocking.
8.	Prepare classroom materials, such as making copies and assembling instructional packets.
9.	Ensure the strict confidentiality of all adult learner and program information.
10.	Provide general administrative support to ABE instructors and staff as directed.
11.	Prepares financial reports for Coordinator.
12.	Monitors, tracks, communicates with and enrolls new students through registration process. Assists in preparations for official GED testing following State of Minnesota guidelines.
13.	Performs bookkeeping functions including but not limited to tracking budget activities, preparing requisitions, creating purchase orders, and verifying timesheets.
14.	Updates marketing materials and calendars including online and print.
15.	Coordinates and manages volunteer inquiries and training.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:

X	High school diploma or GED.
	Degree Required:
	Required Work Experience in Addition to Formal Education/Training:
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

None required.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:

None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge

- Basic office methods and procedures.
- Fundamental computer operations and common software applications.
- Basic customer service principles.

Skills

- Organizing assigned tasks and following simple work priorities.
- Communicating clearly and courteously, both verbally and in writing.
- Accurate data entry and basic record keeping.
- Operating standard office equipment (e.g., copier, printer).
- Identifying routine problems and seeking guidance when needed.

Abilities

- Follow detailed instructions accurately and consistently.
- Maintain strict confidentiality of all adult learner and program information.
- Learn new procedures and systems quickly.
- Remain patient and helpful when interacting with diverse adult learners and staff.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			

Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by TS 5/2025

Board Approval:

Reviewed/updated:

Reviewed/updated: