

PANA COMMUNITY UNIT SCHOOL DISTRICT #8
JOB DESCRIPTION

Position Title: Unit Office Clerical Assistant
Department: District Administration/Staff
Reports to: District Superintendent
FLSA Class: Non-Exempt
Revised Date: July 10, 2017

SUMMARY

This position provides a variety of clerical assistance for the Pana Educational Foundation and the Unit Office.

DUTIES

1. Operates office equipment such as fax machines, copiers, etc.
2. Keep copier serviced, filled with paper, fuser agent, dry ink, etc.
3. Answers the telephone and gives information to callers, takes messages, or transfers calls to appropriate individuals.
4. Greets visitors, students/staff, and callers; handles their inquiries, and directs them to the appropriate personnel.
5. Responsible for verifying, calling and assigning all District certified and non-certified substitutes.
6. Assist Pana Education Foundation with financial and donor record keeping.
7. Provides clerical services for Superintendent and other staff as necessary.
8. Provides confidential clerical and support services for Superintendent and/or department staff which may include responsibility for matters such as reception services, appointments, meeting arrangements, word processing, filing, spreadsheets, and designated administrative services.
9. Sorts and distributes incoming mail and other incoming materials to appropriate personnel.
10. Responsible for outgoing mail, including regular and certified documents and/or packages.
11. Composes, types, and distributes meeting notes, routine correspondence, and reports.
12. Makes copies of correspondence and other printed materials for staff and community.
13. File and/or copy any requests for records, with proper authorization.
14. Completes assignments and duties on time as directed by Superintendent.
15. Performs under pressure and handles multiple assignments.
16. Works independently toward project completion and accomplishment of personal goals.
17. Performs other tasks and special projects as assigned by the Superintendent or designee.

QUALIFICATIONS

1. High School Diploma or equivalent required
2. A minimum of 1-3 years' experience in an office administration or related position
3. Must be able to type 60+ wpm
4. Expertise in Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
5. Ability to communicate in an acceptable/courteous manner
6. Must have excellent oral & written communication skills to work with staff and the general public
7. Must be able to sit for extended periods of time.
8. Must be able to type/enter data into computer.
9. Must be able to stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry up to 25 lbs

SCHEDULING

The work hours for this position will be determined by the District Superintendent based on Unit Office/District needs. Overtime required when requested.