

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

**JOB TITLE:** General Clerk

**DATE:** September 2010

**REVISED:** February 2015

**PAY GRADE:**

**LOCATION:** District Wide

**SUMMARY:** Under the direction of the school principal or site-based Manager, performs a variety of routine clerical duties related to the administration of a school, library and/or office.

**DUTIES:**

Performs a combination of routine clerical tasks in District offices, schools or libraries, the following of which are typical:

1. Acts as a representative of the school: Handles inquiries; gives out information; takes and refers messages; schedules appointments. Acts as general liaison between the school and students, parents, teachers teaching-on-call and the general public.
2. Types from longhand, hand-written drafts or voice recordings a variety of materials, such as correspondence, reports, records, requisitions, library materials, lists, statements, etc. Composes basic memos.
3. Operates a computer using a variety of software programs and web portals. Selects, verifies, enters, stores and processes data from a variety of material, such as correspondence, invoices, purchase orders, inventories, student records, class list, schedules, attendance records, medical information, school handbooks and emergency school closure procedures. Updates and edits stored information. Selects data for recall and determines desired format of output on printer. Performs weekly back-up of computer information.
4. Processes library materials and effects minor book repairs.
5. Compiles, compares, verifies, tabulates and records information and data.
6. Collects and records money.
7. Maintains files for the storage and ready retrieval of information.
8. Answers telephone; gives out information of routine nature or refers callers to appropriate parties; and handles messages.
9. Opens, sorts and distributes mail and handles outgoing mail and deliveries.

10. Acts as receptionist, dealing with visitors and students, gives directions and answers inquiries.
11. Operates and troubleshoots minor problems with equipment such as photocopiers, fax machines, printers and laminators.
12. Attends to student's non-emergency medical complaints. Monitors children working in the library or waiting to be picked up. Trains student library monitors.
13. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 with course emphasis on business practices and procedures or one (1) year training and experience in office and clerical routine.
2. Proficiency with office equipment, personal computers, web browsers and a variety of software packages including word processing, spreadsheets and database applications with keyboard skills at a minimum of 40 net wpm with a high degree of accuracy.
3. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
4. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**

	
	