

Descriptor Term:

GFAJ

**JOB DESCRIPTION:
BUSINESS OFFICE CLERK**

ISSUE DATE: **1-31-05**

BASIC FUNCTION:

File clerk, typist for all business desks. Help maintain a smoothly run and efficient District Business Office.

QUALIFICATIONS FOR POSITION:

1. Minimum of high school diploma or the equivalent
2. Competence in use of office machines
3. Pleasant telephone and person to person personality
4. Good clerical skills, including but not limited to typing, filing and organizing

REPORTS TO:

Business Manager and Assistant Business Manager

SUPERVISES:

Position has no supervisory authority

DUTIES AND RESPONSIBILITIES:

1. First in line to answer the telephone for incoming calls
2. Receive, log incoming checks. Have A/P clerk initial receipt
3. Receive, log bids. Have secretary to Business Manager initial
4. Assist with copying, typing and filing for other business office personnel
5. Assist with processing new-hires as needed
6. Pick up and disperse mail for business office. Deliver out-going mail to post office
7. Sort checks when assigned by supervisor
8. Perform other such duties and responsibilities as may be assigned by Assistant Business Manager, Business Manager or Superintendent
9. Normal working hours 8:00 a.m. until 4:30 p.m.

TERMS OF EMPLOYMENT:

12 months
Salary Schedule "GGBH" Secretary