

## **School Clerk**

Branchburg Township School District

Branchburg, New Jersey

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- I. Title:** School Clerk
- II. Qualifications:**
- High school graduate degree or equivalent.
  - One year of job experience in clerical and secretarial functions.
  - Excellent typing skills
  - Aptitude for performing mathematical calculations.
  - Ability to use Microsoft Office, Google Platforms, School Messenger, Genesis, etc.
  - Sufficient bookkeeping skills to complete fund accounting and account reconciliation.
- III. Reports To:** Principal
- IV. Job Goal:** The School Clerk provides assistance with administrative needs as well as assisting the Secretary with routine office details and tasks.
- V. Performance Responsibilities:**
- Registers new students and arranges for placement as necessary.
  - School clerk may do clerical work, varied in nature, at times under the direction of the school secretary, as required for the efficient and effective functioning of the office.
  - Types non-confidential material as needed.
  - Types reports, correspondence, forms, records, etc. from various types of copy, purchase orders, etc.
  - Handles designated routine correspondence and requests for information in accordance with Board policy, in person, by telephone, or fax.
  - Handles and counts monies including but not limited to petty cash and/or the Student Activity Fund.
  - Handles checks, distributes textbooks, supplies, and other related materials as needed.
  - Answers the telephone in a polite manner and takes messages accurately.
  - Coordinates the purchasing of materials and supplies through the purchase order process
  - Other duties as deemed necessary by the school principal.
- VI. Terms of Employment:**
- 12 month work year

**VII. Evaluation:**

- Annually

**Approved:** 4/21/1997

**Revised:** 1/26/2006

**Revised:** 4/16/2020