

Farmersville Unified School District

JOB TITLE: DATA ENTRY CLERK

JOB DESCRIPTION

Description:

Under the general supervision of the Site Administrator, this secretary will be responsible for inputting data and generating reports to staff and administration.

Essential Job Functions:

- Answers phone and communicates messages as necessary to personnel and students.
- Types letters, notices, memorandums, reports, bulletins, etc.
- Duplicates materials that pertain to testing and data
- Inputs all test results
- Operates computer, office machines
- Maintains files on data, requests, and reports
- Distributes mail/notices to employees, students, and parents
- Files materials, requests, reports
- Attends night parent meetings, when requested.
- Attend occasional staff meetings regarding school data.
- Willing to under take training on data input and reports.
- Input lunch data into the computer.
- Inputs student health information.
- Performs other related work as assigned by supervisor
- Bilingual skills (Spanish/English) required

Non-Essential Job Functions:

- Supervises students in the office
- Distributes notices to staff, students, and parents
- Takes and transcribe minutes of meetings

Minimal Requirements/Performance Standards:

- Education must have a high school diploma or its equivalent and the ability to type and operate a computer.
- Computer literate—ability to learn district computer programs and software
- Has a working knowledge of Excel spreadsheet.
- Type from a clear copy at a rate 40 wpm
- Ability to meet the public tactfully and courteously
- One year experience in clerical work preferred
- Knowledge of correct English usage, spelling, grammar, punctuation
- Learn and apply school district procedures, rules, and regulations
- Willingness to use own transportation, run errands, attend meetings, etc.

Qualifications:

- ▶ Firm knowledge of office methods, practices, and procedures
- ▶ Ability to communicate in oral and written English & Spanish
- ▶ Knowledge of WordPerfect computer program
- ▶ Ability to type 40 words per minute (certification required)
- ▶ Ability to communicate and work cooperatively with staff and adult learners
- ▶ Ability to understand and carry out oral and written directions
- ▶ High school diploma supplemented by business or secretarial course work.

Physical:

Ability to stand for extended periods of time; ability to stand and circulate for extended periods of time; may require the ability to ascend and descend steps; ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation; ability to bend and twist, kneel and stoop; ability to push/pull up to 20 pounds on a regular basis and lift/carry up to 20 pounds occasionally; Ability to reach in all directions; physical dexterity in limbs and digits to operate keyboards and equipment.

Other Requirements:

Applicants selected for employment will be required to submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License.

Approved by Board: May 27, 2008

CSEA Approved: May 9, 2008 By Raymond Navarro, CSEA Chapter #518 President