

Delran Township School District

Clerk: Support Services

Reports to: Director of Support Services and Supervisor of Transportation

Job Goal: To perform a variety of responsible, clerical support activities including: filing; data input; telephoning; record keeping of Support Services programs and office operations, especially relative to student transportation requirements.

Performance Responsibilities:

1. Performs a variety of clerical activities related to the function of assigned Support Services office and/or programs;
2. Enters data via computer on forms, cards and records from clearly defined sources;
3. Answers telephones, takes messages and/or refers callers to appropriate sources or staff members;
4. Receives visitors to the Support Services office, provides information and directs guests to the appropriate office or staff members;
5. Checks, verifies, sorts, tabulates and files a variety of data and information relative to required local and state reports;
6. Maintains computerized data files and records relating to transportation and custodial/maintenance activities ;
7. Maintains files on transportation, custodial and maintenance activities;
8. Processes forms, applications and/or other paperwork for daily student bus routes as well as sports runs, out-of-district public and private schools and field trips;
9. Operates a variety of standard office equipment;
10. Performs other duties similar to the above in scope and function as required;
11. All other duties as assigned by the immediate managers and/or supervisors.

Qualifications:

1. High school diploma; college level training and/or secretarial training are desirable;
2. Experience in general or school office work;
3. Knowledge of automated office equipment, office procedures and practices;
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment:

12-month work year; salary to be determined by DEA salary scale.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

Approved by the Board of Education: February 13, 2012

Revised: October 13, 2014