



Greater Albany Public Schools

Bilingual Clerical Specialist

Salary Level: See current CBA

Reports to: Principal

Work Calendar: 202-day

Classification: Classified

Location: Varies

Shift: Varies

Position Description

The Clerical Specialist provides assistance and clerical support to the school office or department.

Responsibilities:

- Ability to translate documents and provide interpreting in Spanish when needed.
- Deal with large volumes of phone calls and walk in inquiries.
- Schedule appointments and take messages.
- Maintains a regular, efficient filing system.
- Orders, maintains, and distributes supplies and equipment as needed for students and staff.
- Assist with student health issues.
- Track student attendance and required paperwork.
- Order supplies.
- Organize and distribute mail.
- Organizes and produces a variety of staff supports such as databases, spreadsheets and brochures.
- Process student fees and payments.
- Maintain and track student files.
- Maintain information and records in a confidential manner.
- Work effectively with staff, students, parents, and volunteers.
- Plan and organize work efficiently.
- Self initiates tasks and completes tasks on time to staff satisfaction.
- Deal appropriately and promptly with students, parents, and staff questions and problems.
- Maintains confidentiality.
- Other duties as assigned.

Minimum Requirements:

- Strong reading, writing, and speaking abilities in Spanish and English required.
- Acceptance and appreciation for all children and families, regardless of circumstances.
- High school diploma.
- Background check clearance.

Desired Qualifications:

- Experience working with bilingual families in a school or community service setting.

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job requires the following physical demands: some lifting of file boxes weighing up to 20 pounds, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

Job Safety:

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or a safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

CANDIDATE STATEMENT: "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

Candidate Signature

Date