

Griffin-Spalding County School System

Title: School Clerk Job Class Code: 430 Job Details: 190 Days/Non-Exempt/Full-Time Updated: 10/18/2024 Reviewed: 03/10/2025	Category: Secretarial/Clerical Reports To: Principal/GRCCA Director Salary Schedule: Classified Pay Grade: GA/GD Salary Range:\$19,319-\$34,792.80 Salary Range:\$19,744.80-\$35,537.60
----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

JOB SUMMARY

This position maintains accurate student records, provides relevant information to administrators, staff, parents and stakeholders, and supports the efficient functioning of the school by providing clerical assistance in a positive and organized manner to help ensure student learning.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Answers phones using tact, discretion and courtesy
- Provides reception duties
- Assists students, teachers, administrators and other stakeholders
- Files
- Provides data entry—Infinite Campus
- Coordinates transportation requests/issues
- Communicates with parents
- Assists and documents substitute teachers
- Helps with nursing duties when required
- Handles all aspects of deliveries
- Handles cash and some accounting duties
- Handles attendance paperwork
- Assists with fundraisers, drills, celebrations, testing and other events
- Provides assistance with all aspects of student records, scheduling/enrollment
- Maintains a pattern of prompt and regular attendance
- Follows the daily schedule as prescribed.
- Adjusts to work assignments and /or schedule changes
- Supports and follows system initiatives and procedures
- Maintains regular and reliable attendance as physical presence on the job site is required
- Assist with Dual Enrollment Requirements as needed
- All other duties assigned

SUPERVISES

- No supervisory responsibilities

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to follow oral and written instructions accurately and efficiently
- Ability to communicate effectively both orally and in writing
- Excellent customer service and problem solving skills
- Good working knowledge of Microsoft Office Suite
- Ability to work with others in a cooperative and flexible manner

- Ability to maintain confidentiality
- Good knowledge of grammar and composition
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

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