



**JOB DESCRIPTION**  
**Textbook Clerk – High School**

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The Textbook Clerk, under the direct supervision of the principal, maintains current and accurate records for teacher and student textbooks, student locks, and assigned inventory, and provides clerical support for the campus.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One year accounting or bookkeeping experience
- Secretarial experience preferred

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Demonstrates a high degree of proficiency in bookkeeping
- Proficient word processing and file maintenance skills
- Works with students, teachers, and staff in a positive manner
- Effective organizational skills
- Ability to meet established deadlines
- Knowledge of office experience

**DUTIES AND RESPONSIBILITIES:**

1. Maintains accurate accounting forms for student textbooks.
2. Prepares pertinent textbook records and reports including fines.
3. Keeps an accurate inventory of items in the bookroom.
4. Stores and issues combination locks and keeps an accurate record of assigned lockers.
5. Maintains lost and found service.
6. Maintains accurate book cards for teachers' books.
7. Prepares and produces ID cards for school, maintains all ID equipment and orders all supplies for ID's for students and staff.
8. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate both (verbally and written), and read, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand for long periods of time, walk, climb stairs, ladders, balance, stoop, kneel, pull, and push.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 2**  
**Days: 210**  
**Wage/Hour Status: Nonexempt**  
**Updated: October 22, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*