



**JOB DESCRIPTION**  
**Clerical Aide**

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The Clerical Aide, under the general supervision of the Principal and the immediate direction of the Principals Secretary, coordinates all teacher workroom duties and assists the secretary with general office duties.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One year clerical experience

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- A reasonable degree of proficiency in typing skills
- Working knowledge of office procedures and machines
- Basic computer knowledge
- Ability to communicate effectively and work well with children and staff

**DUTIES AND RESPONSIBILITIES:**

1. Instructs, maintains and assists teachers in the operation of all machines.
2. Insures that an adequate supply of materials is available in the teacher workroom.
3. Assists the principal and school secretary in maintaining the general office files, entering and withdrawing students, and preparing and maintaining reports as assigned.
4. Answers office telephone and responds appropriately to requests for information.
5. Performs clerical duties, such as typing, laminating, making copies on copy machines, etc.
6. Supervises students as needed.
7. The foregoing statements describe the general purposes 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 (verbal and written), reason, understand verbal instructions, coordinate, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry medium weight (15-44 pounds), stand for prolonged periods of time, walk short distances, repetitive hand motions, hear, speak, and maintain visual acuity. Ability to work inside and outside with noise extremes.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 2**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: April 3, 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.*