



JOB DESCRIPTION

Adult & Community Education/Adventure Club Clerk

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The Adult and Community Education/Adventure Club Clerk, under the direct supervision of the Adult and Community Education Coordinator and Adventure Club Liaison, follows established procedures in maintaining budget/payroll for Adult and Community Education and Adventure Club and assists in efficient operation of the overall Adult and Community Education (ACE) office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One to two years data entry and general office experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to use personal computer and software to develop spreadsheets, databases, and perform word processing in an accurate and rapid manner
- Proficient typing, keyboarding, file maintenance, and 10-key skills by touch
- Ability to meet established deadlines
- Ability to work with staff, students, parents, instructors, and the public in a positive manner
- Ability to perform clerical duties and general office procedures in a competent and proficient manner

DUTIES AND RESPONSIBILITIES:

1. Assists Coordinator and Liaison in maintaining physical and computerized departmental files.
2. Assists with answering phones, taking registrations, and collecting payments for ACE programs.
3. Assists with maintaining a record of all students and payments made to ACE programs.
4. Records and maintains individual Adventure Club student payment records for tax statements issued to parents.
5. Maintains inventory and submits orders to be placed for all supplies and materials.
6. Operates office equipment, i.e., computers, copiers, calculators, credit card and fax machines.
7. Maintains up-to-date instructor and student records for the ACE department.
8. Demonstrates ability to learn and adapt to program changes.
9. Assists in maintaining budget/payroll for Adult and Community Education and Adventure Club.
10. Updates Adventure Club rosters weekly; copies/distributes to appropriate Adventure Club.
11. Ensures all requisitions, PO's, supplies, etc. are accurately documented.
12. Responsible for recording all financial transactions for ACE programs.
13. Assists Coordinator and Liaison in compiling reports and typing correspondence.
14. Tracks financial transactions related to GED scholarship recipients.
15. Assists Liaison in ordering and distributing supplies.
16. Assists with fulfilling required additional duties at ERC receptionist desk.
17. Creates, develops, and maintains web pages for ACE and Adventure Club.
18. Assists with phones, registrations, and enrollments for Community Education, Adult Education (GED) & Adventure Club; maintains accurate records.
19. Arranges transportation, reservations and special event needs for department and staff.
20. Assists with coordinating annual GED graduation ceremony.
21. Prepares minutes for ACE council meetings; maintains administrative and personnel files.

22. 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 (verbally and written), understand verbal instructions, read, compute and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry weight (under 15 pounds), sit, hear, speak, visual acuity, and repetitive hand motions.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Computer

Telephone

Calculator

Paraprofessional Pay Grade: 3

Days: 202

Wage/Hour Status: Nonexempt

Updated: August 11, 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.