



**JOB DESCRIPTION**  
**Special Education Resource Systems Clerk (SERS)**

**JOB DESCRIPTION:**

The Special Education Resource Systems Clerk, under the immediate direction of the Director of Special Education, assists in providing clerical services and related duties as required by the Department. This person is responsible for maintaining proper security in ordering, receiving, distributing, maintenance and inventory of the materials, supplies and equipment for special needs students.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma **OR** GED
- Experience one to two years clerical and file maintenance experience

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient keyboarding, word processing, and file maintenance skills
- Effective communication and interpersonal skills
- Ability to use personal computer and software to maintain spreadsheets and databases, and do word processing
- Strong organizational skills
- Ability to perform basic arithmetic calculations

**DUTIES AND RESPONSIBILITIES:**

1. Receives shipping materials, supplies and equipment. Packages and issues/distributes to the requester. Compiles data from Purchase Orders and requisitions and enters information into the computer to maintain inventory records.
2. Maintains a current database of personnel transfers to verify accuracy for end of year inventory. Prints and sends EOY inventories to Special Education teachers and staff. Reviews and updates this information twice a year.
3. Receives inoperable, non-repairable, and obsolete equipment, prepares appropriate documents for disposal.
4. Accomplishes Property Transfer Form(s).
5. Types and maintains SEO Department's forms, operating guidelines, and assessment manuals.
6. Maintains current monthly and yearly catalogs for use by entire Special Education Department.
7. Duplicates appraisal reports and forms.
8. Maintains ample supply of forms in supply cabinet.
9. Sends out supplies as requested from campuses. Maintains a record of these for control purposes.
10. 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 verbal and written); able to read and operate a computer data system; and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry heavy loads (45 pounds or over); Stoop, reach, kneel and crouch on a daily basis; repetitive hand motions; hearing and visual acuity; and intelligible speech.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment and personal computer

**Paraprofessional Pay Grade: 3**

**Days: 197**

**Wage/Hour Status: Nonexempt**

**Updated: May 16, 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.*