

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Clerical Assistant  
Job Class Code: 7783  
Pay Scale: per salary schedule

Reports to: Program Director  
Work Schedule: per salary table  
Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services.
- Type written materials such as letters, memoranda, bulletins or reports from straight copy or rough draft on a typewriter or computer terminal.
- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines; schedule meetings and appointments.
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment.
- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct general research duties as assigned.
- Receive, sort and distribute incoming and outgoing mail.
- Duplicate items; package and distribute completed correspondence and other materials.
- Assure the timely distribution and receipt of records, reports and bulletins as directed.
- Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify supervisor of discrepancies or damage.
- Perform routine typing of reports from detailed copy; post records; proof completed typing assignments.
- Make telephone calls as directed; take and relay messages.
- Operate a variety of office equipment including typewriter, calculator, copier and other machines pertinent to the assignment.
- Provide work direction to student aides as assigned.
- Collect monies and maintain related financial records as required by the assignment.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Education: Any combination equivalent to a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Certification/Licensure: N/A

Experience: N/A

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*