

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: GENERAL CLERK
CALENDAR: [GENERAL CLERK 12 MONTH](#)
[GENERAL CLERK SITE POSITION FULLTIME](#)
[GENERAL CLERK SITE POSITION PART TIME](#)
SALARY: [GRADE 6](#)

Job Goal:

Perform a variety of clerical services, following standardized procedures, in an assigned area

Minimum Qualifications:

- High School Diploma or equivalent
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check

Core Job Functions:

- Perform a wide variety of clerical tasks including typing, filing, coding, preparing reports
- Maintain a variety of records and files
- Input data into computer
- Receive inquiries by telephone or in person and giving out appropriate information
- Relieve other staff members who are absent
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Accept responsibility for student well being and safety while they are in employee's care
- Operate and caring for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.