

## **Job Description**

### **BOARD OF EDUCATION DENVER**

**TITLE:** Clerical Assistant

**QUALIFICATIONS:**

- 1. High School Graduate**
- 2. Office Experience Preferred**
- 3. Computer skills required MS Office Suite, Google Apps, student database, etc.**

**REPORTS TO:** Administration

**JOB GOAL:** Performs a variety of general clerical, data entry, and/or office support duties.

#### **PERFORMANCE RESPONSIBILITIES:**

- 1. Sorts, files and maintains alphabetical, numerical, and subject filing systems.**
- 2. Types forms, memoranda, and other copy material.**
- 3. Checks and compares data for accuracy and completeness.**
- 4. Gathers specified information and compiles routine reports.**
- 5. Data Entry**
- 6. Assists administrators**
- 7. Performs related job duties as required.**
- 8. Completes other tasks as directed by administration**

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board of education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

**APPROVED:** November 28, 2016