

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: **Staff & Student Support Services Clerk A**

QUALIFICATIONS:

- HS Diploma or GED required
- Minimum of three (3) years of clerical experience in education, business, industry, or government, or an equivalent combination of training and experience.
- Extensive knowledge of MS Office with concentration in Excel

PREFERRED SKILLS:

Working knowledge of general database and information systems.

REPORTS TO: Supervisor of Staff & Student Support Services

JOB GOAL/MAJOR FUNCTIONS:

Perform varied secretarial tasks to assist within the Office of Student Registration in the organization of daily schedule and responsibilities, and to enable effective and efficient department operations.

PERFORMANCE RESPONSIBILITIES:

1. Assist with student registration system and initial school enrollment.
2. To assemble and summarize information from files and documents within the office and other available sources as requested.
3. Process and/or update electronic forms relating to student, staff, and district needs.
4. Answer phone; take message and route calls as appropriate to support database systems.
5. To prepare routine and confidential student and staff data independently as needed.
6. Ability to review and audit data to identify patterns.
7. To perform other work-related duties as assigned by Supervisor.

TERMS OF EMPLOYMENT:

12-month contracted position.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.