

GLASSBORO PUBLIC SCHOOLS  
Glassboro, New Jersey

JOB DESCRIPTION

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

**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
- Ability to quickly and accurately enter data

**PREFERRED SKILLS:**

Working knowledge of general database and information systems.

**REPORTS TO:** Supervisor of Staff & Student Support Services

**JOB GOAL/MAJOR FUNCTIONS:**

Perform varied clerical tasks to assist within the Office of Staff & Student Support Services in the organization of daily schedule and responsibilities, and to enable effective and efficient department operations.

**PERFORMANCE RESPONSIBILITIES:**

1. Prepares, compiles, and sorts data for entry into the appropriate system.
2. Adheres to data entry priorities by assessing and guaranteeing the accuracy and consistency of collected data.
3. Verifies entered staff and student data by reviewing, correcting, deleting, or reentering data.
4. Maintains staff and student data privacy by ensuring data is protected from unauthorized parties.
5. Assisting with administrative duties, such as answering and forwarding calls and emails, sorting and distributing incoming mail, or preparing shift schedules.
6. May assist with designing and improving databases.
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.