



Job Description – Campus Clerk

Department: Academics
FLSA Status: Non-Exempt
Work Days: 183

Job Status: Full time
Reports To: Campus Coordinator
Pay Grade:

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- High School Diploma or Accredited General Equivalency Diploma (GED)
Note: Proof of U.S. equivalency must be provided if diploma is from outside of the United States.
- Must have satisfactory outcome of fingerprinting check prior to starting employment.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Skilled in appropriate telephone etiquette
- Ability to communicate effectively in English both verbally and in writing
- Ability to follow and successfully complete both written and verbal instructions
- Ability to speak Spanish preferred

***** Selected applicants may be required to test in specialized fields and/or to demonstrate skills by completing job simulations.**

ESSENTIAL FUNCTIONS

1. Answer telephone, route calls, and take messages.
2. Greet and direct visitors in a courteous manner.
3. Receive, sort, organize, and distribute mail.
4. Assist with data entry activities associated with student records, enrolling students, researching historical data, and testing.
5. Process applications, documents, and other essential data.
6. Maintain appropriate confidentiality concerning student records.
7. Perform other duties as assigned.

WORKING CONDITIONS

Maintain emotional control under stress, work with frequent interruptions. Continuous sitting. Daily attendance and punctuality at work are essential functions of the job.

Job Code: 420-11-6129-000-0-11

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

San Antonio School for Inquiry & Creativity has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.

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