



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Office Clerk Typist

QUALIFICATIONS:

- A. Have a High School Diploma
- B. Type 50 wpm
- C. Have knowledge of computers, copy machine, postage meter, phone system, PA system and attendance program.

PRIMARY FUNCTION: The primary function of this Clerk Typist is to assist in the office with the daily routine activities of this office and service staff; parents and students in whatever way necessary

REPORTS TO: Principal & Assistant Principal

MAJOR DUTIES AND RESPONSIBILITIES:

1. Type faculty announcements and distributes to faculty
2. Answer phones in office
3. Assist in checking daily attendance sheets and verifying student attendance
4. Assist Attendance Office in tracking unaccountable students
5. Performs duties of attendance secretary when absent including answering phones, writing passes and issuing detention as necessary and filing notes from parents/students
6. Provides coverage for guidance office during secretary's lunch including transcripts, mailings progress reports and homework request

TERMS OF EMPLOYMENT: Ten month position - Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy

BENEFITS: Per negotiated agreement

BOE Approved Date:
BOE Review Date: