

Although there are school closures across the country due to COVID-19 virus, we will continue to work and provide email support for all systems.



Front Office/Clerical at Oak Run Elementary School

Job Information

Date Posted: 4/16/2021

Application Deadline: **Until Filled**

Employment Type: Part Time

Length of Work Year: Aug 2021 - Jun 2022

Salary: DOE

Number Openings: (At time of posting) 1

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Job Summary

This is a Confidential Position and follows all Ed Codes pertaining to Confidential Employees.

Basic Function:

Under the direction of an administrator performs varied secretarial and clerical duties and other related work as required.

Representative Duties:

1. Performs a wide variety of responsible secretarial and clerical duties; establishes and maintains files and records; orders materials.
2. Answers the telephone, screens calls, and makes appointments; receives and processes various requests of staff members, students and members of the community.
3. Types a wide variety of letters, forms, reports, and memos; collects and processes various forms; compiles statistical data, and other materials.
4. Uses common office machines for a variety of tasks including word processing.
5. Attends to students needs and communicates outcomes with staff and parents.
6. Enters student attendance records.
7. May assume additional responsibility when the Administrative Secretary is absent; assumes responsibility as secretary to the Superintendent/Principal when applicable; and performs other related work as required.

Physical Requirements:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- Lifting up to 40lbs