



Book Clerk - High School

KEY RESPONSIBILITIES

- Selects, organizes, enters and maintains diversified information, using system data entry and retrieval equipment, programs and/or hard copy files.
- Prepares administrative reports, analyses, billings, adjustments and summaries.
- Operates standard office machinery.
- Determines need for and processes requests for service.
- Interprets District policies, regulations and procedures.
- Composes, types and distributes letter, mail, requisitions, bulletins and other material.
- Assists in maintenance of departmental website.
- Provides customer assistance in person, over the phone and via e-mail.
- Assists in the creation and distribution of complex departmental reports.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- High school diploma or G.E.D.
- Previous experience in general office environment; knowledge of general office procedures.

KNOWLEDGE AND ABILITIES

- Must be knowledgeable of high school graduation requirements.
- Proficiency with various software programs such as Word, Access, Excel; experience with Synergy preferred.
- Ability to manage a high volume workload with accuracy.
- Ability to handle multiple tasks simultaneously in a teamwork setting.
- Ability to handle routine tasks independently and limited supervision.
- Ability to interact professionally with various groups of people.

DESIRED QUALIFICATIONS:

- Bilingual/Bi-Cultural applicants are highly desirable.
- Ability to provide excellent customer service under stressful conditions in a warm and friendly manner.
- PeopleSoft, Synergy or similar database software experience is highly desirable.
- Experience in a K-12 public school district is preferred.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
Bargaining Unit: PFSP
Salary Grade: G

Posting Date: 06/22/21

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.