



Chief Clerk

BASIC FUNCTION

The Chief Clerk is responsible for the preparation of reports and tracking information on a variety of complex departmental information including financial and inventory data as well as organizing and overseeing major projects and controlling complex or confidential files. The Chief Clerk is also responsible for coordinating activities of the department with other organizations in and outside the District and interprets District policies, regulations and procedures.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Select, classify and compile information and data; use software to record, track and maintain financial, inventory or other data.
- Prepare, run, and review a variety of complex administrative or tracking reports and summaries as well as monthly, quarterly and year-end reports; monitor reports, identify and resolve discrepancies.
- Compose, type, collate, distribute and file correspondences, complex reports, confidential material, bulletins and other communications.
- Organize and maintain up to date records, files, accounts and procedures, using data entry/retrieval equipment and hard copy files.
- Interpret and enforce district, local, state and federal policies, regulations and procedures
- Determine needs and process requests for services; assist with requests for information, including data or record requests, and act as a consultant to department staff for area of expertise in writing, over the telephone and in person.
- Assist in the preparation of departmental budgets, legal documents or inventory and monitor subsequent related activity
- Under direction, monitor, initiate and renew contracts; track key performance indicators relating to inventory process.
- May provide work direction or guidance to a small section of clerical or secretarial or provide secretarial support; train new employees (and student assistants, if applicable).
- Operate standard office machines
- Demonstrate a commitment to the Portland Public Schools Racial Equity and Social Justice Commitment by developing a thorough knowledge and application of the district Racial Educational Equity Policy, the PPS RESJ Framework and Plan, and the PPS RESJ Partnerships Investment Strategy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

EDUCATION AND EXPERIENCE

Education: High school diploma or G.E.D.

Experience: Four years of progressively responsible full time paid experience in office administration or area related to the position specialization.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

KNOWLEDGE AND ABILITIES

- Demonstrated ability to follow instructions.
- Knowledge of standard office equipment, system data entry and retrieval equipment, procedures and organizational methods.
- Knowledge of the department and the basic activities of the District.
- Demonstrated ability to train, or guide the work performance of others.
- Demonstrated ability to compose original reports and correspondence for use inside and outside of the District, and effective communication with good grammar and numerical skills.
- Ability to prepare accurate and concise administrative reports, maintain and track inventory, budgets and other data and expertise in maintaining the integrity and accuracy of data stored.
- Demonstrated ability to delegate responsibility and work to subordinates.
- Demonstrated ability to exercise initiative and ingenuity on the job with occasional assistance from the supervisor.
- Demonstrated ability to exercise careful judgment, tact, diplomacy and confidentiality in the performance of duties

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

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: Per Contract
Job Codes: 1409, 1277

Approval Date: 06/15/15

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.