



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Clerk III
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Supervisor

Position Summary:

Perform duties required to provide clerical support of a complex nature requiring the exercise of independent judgment in making decisions in accordance with a variety of established rules and regulations

Essential Functions:

- Type letters, memoranda, reports and forms from rough draft, hand written copy, verbal instructions or established procedures using word processing software; compose correspondence and reports independently.
- Maintain filing system; file or post routine data, correspondence and reports.
- Receive and respond to a variety of inquiries or requests by telephone or correspondence; take and convey messages as required.
- Place orders for office supplies; check merchandise when received against order and log receipt in the system.
- Maintain inventory of supplies and issue supplies to employees as needed.
- Assist others in the preparation of reports and bids; copy and distribute or mail to appropriate individuals.
- Contact the proper Building Department personnel or outside repair firm to process service calls.
- Perform routine mathematical computations following specific instructions or procedures.
- Receive, open, sort and distribute mail to appropriate sections; deliver oral and written messages as instructed.
- Performs other duties as assigned.

Experience:

- Minimum of one year job related experience

Education:

- High school education or equivalent plus additional broad specialized training equal to two years of college

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to learn assigned clerical tasks within a reasonable time and to adhere to prescribed procedures



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- Ability to make routine mathematical computations and tabulations accurately and with reasonable speed

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Sitting, standing, walking, talking, hearing
- Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.