



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

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<b>Position Title:</b>	Processing Clerk
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	47
<b>Reports to:</b>	Accountability Office
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Supports the Office of Accountability and Assessment Center. Supports meeting assessment deadlines, ordering/shipping/receiving, assessment training/support to schools and staffs, other duties as assigned.

**Essential Functions:**

- Very good attention to detail, procedures, and organization.
- Knowledge of the testing procedures and test securities, including handling, packing, and shipping test materials.
- Coordinates shipment and receipt of testing materials with FedEx, UPS, and SLPS departments.
- Understands guidelines for ordering and distributing secure testing materials.
- Answers and responds to phone calls and e-mails in a timely manner.
- Uses student information system (SIS) to locate correct schools for students when needed, i.e., distributing MAP testing materials to the student's new fall school.
- Ability to collect and keep test materials secure and organized until shipping to vendors. Must adhere to strict vendor packing and labeling procedures to ensure proper shipment for scoring and accountability purposes
- Works with the ELL office to identify and distribute correct tests to schools and coordinate collection after testing for scoring and accountability purposes
- Conducts inventory of headphones, desktop dividers and other testing supplies.
- Collects and receives all MAP Grade Level and End of Course schedules for office and monitor use
- Other job duties as assigned.

**Knowledge, Skills, and Abilities:**

- Understands the timelines of opening and closing of schools
- Understands the workings of the Assessment Office.
- Ability to adapt to changing testing procedures and job demands as needed.
- Basic computer skills, i.e., familiar with e-mail systems, MS Word, MS Excel, SIS K-12, or other student management software

**Experience:**

- Preferable- worked in a school or district setting handling inventory of standardized or secure testing materials.
- Ability to learn on the job

**Education:**

- High School Graduate, at a minimum. Preferred some College experience related to computer skills listed above (MS Word, MS Excel)



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**Physical Requirements:**

- 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
- Able to lift 30 pounds.

**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.***



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