



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

Position Title:	Clerk III
Payroll/Personnel Type:	12 Month
Job #:	03
Reports to:	Supervisor
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Perform duties required to provide routine clerical support of moderate complexity requiring the exercise of independent judgment in making decisions in accordance with the variety of established rules and regulations.

Essential Functions:

- Type letters, memoranda, reports, forms and invoices from rough draft, handwritten copy, verbal instructions or established procedures using word processing software; may compose letter independently
- Maintain filing system; file or post routine data, correspondence and reports; prepare files for microfilming as necessary
- 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

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

Experience:

- Minimum of one-year job related experience

Education:

- High School education or Equivalent (required)



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- Additional broad specialized training equal to two years of college

Physical Requirements:

- Must be physically able to operate a motor vehicle
- 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.



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