



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

Position Title:	Processing Clerk
Payroll/Personnel Type:	12 Month
Reports to:	Accountability Office

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:

- To be developed
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Knowledge, Skills, and Abilities:

- To be developed
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Experience:

- To be developed
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Education:

- To be developed
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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



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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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