

## **CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTIONS**

**Position:** Department Assistant for Data Processing

**Supervisor:** Superintendent of Schools

**General Job Description:** To assist administration, staff, and visitors in any way necessary with maximum attention devoted to assisting the IS Coordinator and ADS Coordinator.

### **Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Perform usual office tasks to include, but not limited to: typing; filing; receiving, placing and routing telephone calls; correspondence.
9. Assist with and type all required reports and letters.
10. Receive and assist all visitors to the Data Processing Department.
11. Contribute to the welfare and effectiveness of the Administration Office by adhering to high ethical standards of performance and interpersonal relationships.
12. Handle a heavy volume of phone calls competently and cheerfully.
13. Other tasks as may be deemed appropriate and necessary by immediate supervisors and/or the Superintendent.

### **Additional Duties and Responsibilities:**

1. Perform data entry; operate data processing equipment, including form printers, form burster, form separator, and scanner.
2. Work with existing Queries that use the current database to manipulate and produce useful or needed reports for the school district.
3. Assist with other operations of the Data Processing Department including Information System reporting and Accountability Data System reporting.
4. Load print paper, labels, cards, various forms, financial checks, etc. on the printers.
5. Must be able to communicate accurately and effectively.
6. Produce spreadsheets of the Student Enrollment during the first 20 days of school and each 20 days after for the Assistant Superintendent of Instruction.
7. Enter Transportation and Maintenance data from trip tickets and gas tickets into the computer database.
8. Produce reports and labels for the Nursing staff.
9. Assist secretaries in the schools as a help-line for questions regarding student data entry and reporting.
10. Produce grade sheets, report cards and reports for secondary schools for each reporting period.
11. Print attendance sheets weekly for Clovis High School and New Visions.
12. Print grocery orders weekly for Cafeteria Department; print and burst commodities weekly for Maintenance Department.
13. Print labels of new students for all schools.
14. Keep inventory of office equipment and furniture.
15. Keep inventory of all needed forms, supplies and checks and reorder at appropriate times.

**Qualifications:**

1. High School Diploma or GED equivalency.
2. College course work in data entry, preferred.
3. Experience as a secretary with data entry or equivalent work.
4. Demonstrated knowledge of basic office procedure.
5. Demonstrated knowledge and skills of computer function and operation, typing, 10-key calculator, and other related secretarial skills.
6. Demonstrated effective and stable interpersonal relationship with public and staff.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, bending, kneeling, and moving light furniture may be required. Prolonged typing, sitting, and working on a computer terminal. Prolonged standing with repetitive motion of arms, hands, fingers, and movement from printers to burster to separator.

**Safety and Health:**

1. T.B. Test
2. Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology, form printers, form burster, form separator, copier, fax machine, etc.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be able to work interactively with the programmers. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary of work year to be established by the Board.