

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Job Description**

**TITLE: Administrative Clerk**

**QUALIFICATIONS:**

1. **Education/Certification:** High School Diploma or equivalent. Hold a valid State of Maine Criminal History Records Check Approval
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below. Good work habits and ability to work without supervision. Must be trustworthy and maintain a high level of ethical behavior and confidentiality of information as required by law. Ability to maintain positive relations with customers, students, and fellow workers. Must be prompt and reliable. Computer proficiency, supervisory experience, customer service skills
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Community Services Director.

**JOB GOAL:** To provide accurate record keeping and data collection. Provide quality customer service as one of the first contact with the public and staff

**PERFORMANCE RESPONSIBILITIES:**

1. Organize and process deposits and other financial records, reports, and spreadsheets as assigned by the Director
2. Assist with data and statistics collection
3. Greet public at the registration window, provide general receptionist duties, assist with office coverage
4. Answer the telephone as one of the first responders
5. Receive and process registrations and other materials
6. Assist with ordering office supplies
7. Update sign board daily and maintain Community Center signage
8. Prepare documents, record keeping, and organize administrative functions as they relate to the Extended School Care department.

9. Lend clerical support to the other Community Services employees as approved by the Director.
10. Maintain thorough knowledge of Community Services policies and procedures.
11. Assist in the System Administration, documentation, and record keeping of the online registration system.

**TERMS OF EMPLOYMENT:** Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager.

**WORKING CONDITIONS:**

**Mental Demands:** multi-tasking, answering the phone, waiting on customers, organizing, prioritizing, working in fast paced environment

**Physical Demands:** Sitting, extensive use of adding machine, and phone work, computer work, stapling, repetitive motions

**Environmental Conditions:** Walking outside, slippery surfaces, biological exposure (human waste, body fluids), working at night, working alone

**EVALUATION:** The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which the job goals are met.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved by the School Board: November 9, 2010