JOB DESCRIPTION

POSITION: COVID Clerk
SALARY PLACEMENT: Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
High School Diploma or equivalent. General office training or business/computer courses.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:
Computer skills.

MINIMUM EXPERIENCE:
One year of clerical experience or a combination of education and experience.

DESIRABLE EXPERIENCE:
Experience working in an educational setting. Knowledge of Microsoft Word, Microsoft Excel, and Google Documents, clerical work involving independent judgment and requiring accuracy and speed. Work confidentially with discretion. Understand and perform duties within scope of authority. Understand and interpret rules and written directions and apply to specific situations. Compose correspondence independently. Perform duties effectively with many demands on time and constant interruptions. Establish and maintain effective working relationships with others. Analyze situations accurately and adopt an effective course of action. Meet schedules and timelines. Plan and organize work. Maintain records and prepare reports. Make arithmetic calculations quickly and accurately. Communicate effectively both orally and in writing. Work independently with little direction. Operate a variety of office machines.

CREDENTIALS AND/OR SKILLS AND ABILITIES:
Valid Red Cross First Aid and CPR Certificate must be held for this position. PC computer skills. Experience in business/school procedures. Word processing at a minimum of 40 wpm, knowledge of office methods, practices, and procedures, including filing systems, correspondence, standard English usage, spelling, grammar, punctuation, and computer skills. Ability to carry out oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence with minimum direction. Be flexible and receptive to change. Use interpersonal skills using tact, patience and courtesy.

SUMMARY OF POSITION:
Under general supervision of the principal or designee, performs general clerical duties of the nature of inputting, filing, ordering, inventorying, and distributing; performs other related tasks as assigned, as they pertain to student COVID cases, testing, symptoms and tracking.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Execute COVID Contact Tracing and reports to SJCPHS and District Nurse
2. Administration and facilitation of COVID testing
3. Completion of symptom and exposure documentation forms
4. Works with site administration and attendance clerk to notify all necessary individuals
5. Works with students in a supportive nurturing, respectful, helpful manner .
6. Types, files and circulates miscellaneous documents to the nature of forms; form letters, memos and bulletins.
7. Maintains confidentiality.
8. Ascertains and maintains data of a statistical or text nature.
9. Assists in maintaining inventory of supplies.
10. Receives, checks, posts, documents and stores or distributes materials.
11. Interprets, maintains, and records required immunization information on pupils' records.
12. Assists with the maintenance of emergency information on each student.
13. Recognize symptoms of infectious, contagious communicable disease
14. Communicate with parents when needed.
15. Performs other related duties and responsibilities as required.

DIRECTLY REPORTS TO:

District Nurse and Student Information Specialist

PHYSICAL ENVIRONMENT:

Sit for extended periods at a desk, conference table or in meeting rooms; frequently stand and walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical agility to lift and move up to 25 pounds; see and read a computer screen, and printed matter with or without visual aids; verbal communications including the ability to speak and hear at normal room levels; ability to use office equipment including computer terminals, telephones, calculators, copiers and FAX.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with staff, students, parents, and the public.

REVISED: August 2021
BOARD APPROVED: Pending Board Approval