

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: FAMILY INFORMATION CENTER ASSISTANT (Secretary/Clerk Level II)
(Grant-funded position)

REPORTS TO: Director of Student Services, or designee

RESPONSIBILITIES:

1. Work as part of a team in the implementation of Family Information Centers in designated Bellingham schools.
2. Answer phones and receive visitors.
3. Answer routine questions for the general public, students, and staff that require a general knowledge of school district procedures and policies; route inquiries to appropriate persons as needed.
4. Type correspondence, bulletins, forms, and other materials as directed.
5. Duplicate/photocopy, collate, and assemble printed matter as directed.
6. Receive and route mail.
7. Set up, maintain, and process files and/or records.
8. Gather source materials, code and enter data, generate and check computer reports, etc.
9. Order, receive, distribute, and inventory supplies and equipment as requested.
10. Perform other related tasks and responsibilities as designated by the program supervisor, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Two (2) years general office experience, pertinent training, and/or some combination thereof.
3. Familiarity with Western Washington University Human Service Program and Bellingham Public Schools Family Information Centers preferred.
4. Ability to type/keyboard a minimum speed of forty-five (45) words per minute.
5. Working knowledge of basic office procedures.

QUALIFICATIONS: (Continued)

6. Previous experience operating word processing and data base computer programs preferred.
7. Ability to operate common office machines.
8. Ability to communicate appropriately in both written and oral expression.
9. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
 - a. Work with people in an appropriate manner;
 - b. Maintain confidentiality;
 - c. Interact appropriately with students and monitor them as directed;
 - d. Communicate clearly and tactfully on the telephone and/or communication equipment.
10. Demonstrated proficiency in spelling, composition, and proofreading.
11. Demonstrated evidence of good habits in job attendance and punctuality.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

10/3/06

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