



## Adult Education Clerk

### Job Description:

The Clerk works under the direction of the site coordinator. The clerk assists with office duties, student questions/directions, and CASAS/TABE assessments.

### Essential Functions:

- Assign students to computer and administer appropriate test materials
- Track eligibility for testing
- Manage student data
- Assist with phones, answering questions, directing students

### Non-Essential Functions:

- Assist coordinator with various duties as assigned

### Required Knowledge, Skills, and Abilities:

- Basic understanding of computer operation and programs
- Proficient in spelling, punctuation and grammar
- Professional attitude and appearance
- Dependability

Ability to handle multiple tasks and distractions while maintaining confidentiality

### Minimum Requirements for Training:

- High School Diploma/GED

### Minimum Entrance Requirements:

- No prior experience required
- Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### Decision Making Authority:

- Make decisions within guidelines. Handles routine daily problems. Refers difficult questions to a higher authority.

### Interaction with Others (Non-Supervisory):

- Works with coordinator, secretary, and students

### Supervision of other employees:

- N/A

### Working Environment:

- General office. May be exposed to illness and blood from students
- Travel to a variety of Adult Education locations may be necessary

### Physical Demand Characteristics:

- Some lifting required but mostly under 20 pounds

### Working Hours:

- Varies - hourly, not to exceed 29 hours a week

### Starting Wage:

- \$10.55 per hour