



Longview Independent School District

JOB DESCRIPTION COPY CLERK

JOB TITLE:	Copy Clerk	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	High School Assigned	PAY GRADE:	Clerical/Par 3

PRIMARY PURPOSE:

Copy materials for teachers and administrators according to their written directions

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Experience:

Special Knowledge and Skills:

- Good knowledge of business office procedures, practices, and equipment
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain successful working relationships with fellow employees, central and school-based staff, students, parents, colleges, businesses, and the public, tactfully and courteously, and to work well with other employees

MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide lunch break for receptionist by answering school telephone system
2. Comply with district policies, as well as state and federal laws and regulations
3. Adhere to the district's safety policies and procedures
4. Maintain confidentiality in the conduct of district business
5. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Demonstrate regular and prompt attendance
7. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Large commercial copy machine

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020