POSITION DESCRIPTION

TITLE: Support Clerk – Special Services
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Executive Director Special Services and Federal Programs
DEPARTMENT: Special Services

SUMMARY STATEMENT:
The Special Services Support Clerk's primary function is to support the Special Services Department in a variety of clerical duties.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with the staff and general public in person, by telephone, via E-mail and in writing.
2. Operate a computer, scanner and perform data entry.
3. Answer and direct phone calls using a multiple line phone system.
4. Photocopy, FAX and mail information and documents as requested.
5. Perform data entry into student system and other administrative/student data programs.
6. Retrieve documents from various information systems.
7. Maintain files (paper and electronic files) for Special Education coaches and administration.
8. Contact schools, parents, and staff to schedule meetings.
9. Complete filing as necessary.
10. Mail forms as needed.
11. Number, scan and archive records requests.
12. Prepare conference rooms for meetings.
13. Perform data entry for tracking.
14. Provide temporary backup to compliance clerks.
15. Provide phone and front desk coverage in Special Services Department.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Sitting (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Attendance</td>
<td>Hearing (66-100%)</td>
<td>Standing (Up to 33%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
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MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Verbal Communication (66-100%)</th>
<th>Detailed Work (66-100%)</th>
<th>Reading (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality (66-100%)</td>
<td>Written Communication (33-66%)</td>
<td>Constant Interruptions (66-100%)</td>
</tr>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
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</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, 10-key calculator, scanner, copy machines, FAX machine, label maker and all other tools and equipment necessary to perform the essential functions as listed above.
**MINIMUM QUALIFICATIONS:**
(Testing may be required.)
1. Typing/keyboarding (35-50 wpm).
2. Two years of experience in a related field, or equivalent training.
3. Demonstrated ability to perform on the computer using a Windows environment, including Word and Excel.
4. Demonstrated ability to communicate effectively and possess a positive attitude.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
7. Demonstrated ability to file.
8. Demonstrated ability to handle multiple tasks at one time with an eye for detail.
9. Demonstrated ability to maintain confidentiality of sensitive information.
10. Demonstrated ability to work independently.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**Notice of Nondiscrimination:**
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
</tr>
</tbody>
</table>

**Variable Days Per Year (Includes Holidays)**
**Variable Hrs. Per Day**

<table>
<thead>
<tr>
<th>PSE: _______________________________</th>
<th>Date: ________________</th>
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</thead>
<tbody>
<tr>
<td>District: ___________________________</td>
<td>Date: ________________</td>
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**New [X]**
Revised Date: 10/07/2019
Classification: Clerical
Class: Class I
Display on Web? Yes

Special Services Support Clerk