

CLERK - SCHOOL MONITOR

GENERAL STATEMENT OF DUTIES: Performs clerical work of average difficulty and assists school teachers in routine non-teaching duties including pupil supervision; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, does a variety of clerical duties of average difficulty, requiring limited judgment and responsibility in the carrying out of prescribed procedures and which requires the incumbent to work half-time or better. The use of automated systems equipment, when used as a tool for filing or obtaining information, is not a distinguishing factor in classification. In addition, this position also requires the incumbent to assist teachers in routine non-teaching tasks.

EXAMPLES OF WORK: (Illustrative Only)

Receives and screens applications, vouchers or other forms for accuracy of content and compliance with procedural and regulatory requirements;

Sorts, indexes and files documents, reports, vouchers, correspondence and other material;

Checks report data against tape readings;

Furnishes routine information to inquirers at a public counter, over the telephone or by form letter;

Opens, sorts and distributes mail;

Checks papers such as applications, vouchers, or other forms for accuracy and content;

Maintains number index, cross-indexes and files office correspondence and other material;

Maintains simple files, receiving, entering and tabulating correspondence, legal documents and other papers;

Requisitions and issues stationery, forms, records and other office supplies;

Assists in taking inventories and in making necessary reconciliation with records;

Assists in proofreading;

Assists teachers in supervising recreation and lunch periods and study halls;

Guides children safely across streets and intersections;

Maintains order in gymnasiums, locker rooms, and swimming pools;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Oversees students passing between classes and in locker rooms and on premises before and after school;

Issues athletic supplies and equipment;

Helps children in lower grades with wearing apparel;

May render elementary first aid treatment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

CLERICAL ASPECTS:

Familiarity with office procedures, including the use of basic office equipment, labor saving devices and filing systems; skill in filing, in posting to simple records and in making simple arithmetical computations; accuracy in making and checking records, resourcefulness in locating information and compiling summaries of data from office records; clerical aptitude; ability to get along well with others.

MONITOR ASPECTS:

Some knowledge of first aid methods; familiarity with classroom routine; ability to get along well with children and command their respect; good general intelligence; good powers of observation; tact; courtesy; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.