

Front Office Clerk

General

The Front Office Clerk is responsible for the secretarial duties of the school. The main duties are to maintain school data information, payable activity and weekly notes. The Front Office Clerk is an at-will employee. The front office clerk must have high moral character and embrace the virtues of a democratic society. He or she may be assigned additional duties by any administrator at the school.

School Data Information

All data entry. Records upkeep. Software entry.

Payable Activity

Weekly Notes

Minimum Job Requirements

High school Diploma or equivalent
Demonstrated competence in reading, writing, and math

Desired Job Characteristics

Bachelor's Degree