

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Clerk/Typist

QUALIFICATIONS:

1. Demonstrated competency in word processing, computer skills and aptitude to fulfill performance responsibilities.
2. Demonstrated organizational, communication and interpersonal skills.
3. Pass a Criminal History Review under the provision of P.L. 1986, C116.
4. Pass a physical examination in accordance with statute and board policy.
5. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Instruction and Supervisor of Special Services

JOB GOAL: To provide support services for the efficient and effective operation of the Commission's programs for the maximum benefit of member districts.

PERFORMANCE RESPONSIBILITIES:

1. Schedules and notifies parents of appointments for specialists' evaluations.
2. Reshelves materials in curriculum lab.
3. Processes outgoing mail for Special Services.
4. Assists with typing of purchase orders.
5. Assists with computer data entry related to evaluations and related services.
6. Provides telephone coverage as needed.
7. Performs all typing and other clerical tasks as necessary.
8. Performs any other tasks or duties assigned by the Superintendent or Supervisor of Special Services

TERMS OF EMPLOYMENT: Ten months. Contract terms and salary to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

Board Approval

Initial: 4/6/2005

Revised: 5/5/2010