

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>RECORDS CLERK/BENEFITS SECRETARY</b>	<b>File 203</b>
<b>Reports to:</b>	Treasurer	
<b>Job Objectives:</b>	Assist the treasurer with the management of financial records.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• High school diploma. Work skills substantiated by training and/or work experience using governmental accounting procedures and automated data processing systems.</li><li>• Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.</li><li>• Embodies high ethical standards/integrity. Maintains confidentiality. Accepts personal responsibility for decisions/conduct.</li><li>• Interacts confidently with others and displays a strong customer-service focus.</li><li>• Passes all state background check requirements. Maintains a record free to criminal violations that would prohibit public school employment.</li><li>• Meets mandated health screening requirement following a conditional offer of employment.</li><li>• Meets prerequisite qualifications to be bonded.</li><li>• Shows evidence of core computer competencies deemed essential at the time of hire.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ol style="list-style-type: none"><li>1. Performs employee benefit functions and ancillary duties that facilitate the timely attainment of district objectives. Keeps informed about program/procedure changes.<ul style="list-style-type: none"><li>• Greets/assists visitors. Answers/directs phone calls efficiently. Takes detailed messages.</li><li>• Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.</li><li>• Prepares photocopies. Prints, collates, covers and binds documents/program materials.</li><li>• Maintains insurance records for all employees (Life, Dental, Health).</li><li>• Track hours for each employee.</li><li>• Backup to the Payroll Specialist ... must be able to perform all duties on the job description of the Payroll Specialist.</li><li>• Maintains the vendor file for accounts payable.</li></ul></li></ol>	

- Follows established district procedures to ensure the accurate recording and timely preservation of documents. Maintains a systematic system that supports the efficient retrieval of records.
  - Collects/organizes data for analysis. Helps interpret data for forecasting and/or reports.
  - Cross trains with other staff as directed. Offers assistance when needed.
2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Contributes to an effective and positive work/learning environment. Performs all assigned duties.
  - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
  - Maintains a professional appearance. Wears work attire appropriate for the position.
  - Maintains an acceptable attendance record and is punctual.
  - Respects privacy and maintains the confidentiality of privileged information.
  - Works effectively with minimal supervision. Performs task efficiently to meet deadlines.
3. Maintains open/effective communication. Serves as a reliable information resource.
- Prepares/maintains accurate records. Submits required paperwork on time.
  - Provides prompt notification of personal delays or absences.
  - Refers district policy interpretation questions to the appropriate administrator.
  - Seeks clarification when directives/expectations are unclear.
  - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
4. Pursues opportunities to enhance professional performance.
- Participates in training to keep current with professional standards associated with work duties.
  - Updates skills as needed to use available task-appropriate technology effectively.
  - Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.
  - Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.
6. Performs other specific job-related duties as directed.
  - Assists with unexpected/urgent situations as needed.
  - Helps implement workplace initiatives that advance district goals.

**Abilities  
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with staff and the public.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with all mandated safety regulations and follow district protocols when involved in the following situation:

- Balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Prolonged use of a computer keyboard and monitor
- May require working extended hours.
- Operating and/or riding a vehicle.
- Performing repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance Evaluation:** Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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