

POSITION DESCRIPTION

TITLE:	Information Technology Clerk	SUPERVISOR:	Director of Technology
DEPARTMENT:	Information Technology Department	CLASSIFICATION:	Classified

- I. Accountability Objectives:** Performs office work using typical office technology skills in support of all Department operations including staff development, software purchasing and record keeping, technical services and Department budgeting.
- II. Position Characteristics:**
Salary: On Schedule
Length of Contract: 12 Months (.75 FTE)
- III. Position Relationships:**
Supervisor: Director of Technology
Coordinates with: Director of Technology, Financial Systems Manager, Student System Manager, Network Manager and School Staff
Type of Coordination: As directed by administrator or others with coordination responsibilities.
- IV. Position Qualifications:**
- A. Required Qualifications:
 Graduation from high school.
- B. Desired Qualifications:
 Advanced courses in secretarial science; recent responsible office work experience; experience/training in word processing, databases, spreadsheets, business accounting systems, demonstrated understanding of technology terms and familiarity with technical equipment.
- C. Special Requirements:
1. Ability to use and apply modern office methods, equipment and software, such as: word processing, desktop publishing, electronic mail, fax machines, databases and spreadsheets.
 2. Effective communication skills with knowledge of business English, spelling and composition.
 3. Ability to develop new record keeping files, maintain accurate records and complete computer data entry tasks.
 4. Ability to use and understand the Bi-Tech financial systems as it relates to procurements and reporting.
 5. Ability to establish and maintain effective working relationships.
 6. Ability to lift (43 lbs.) for extended times, organize, receive, ship, track, deliver and setup basic technology equipment.
- V. Position Responsibilities:**
- A. Communicate via telephone and other electronic means.
 - B. Respond to telephone and visitor inquiries.
 - C. Type letters, generate reports/documents and maintain accurate files.
 - D. Complete Staff Development duties including:

POSITION DESCRIPTION

1. Data entry registration for class participants
 2. Notify class participants of class status
 3. Arrange facilities for classes
 4. Record trainer hours
 5. Prepare payroll letters
 6. Generate and produce class materials
- E. Maintain accurate records of software purchases (license numbers, installation locations, vendors and other items related to software purchasing and use.)
- F. Receive, return and price orders for the Technology Department Tech Support.
- G. Provide basic equipment support throughout district as needed including setup and cleaning.
- H. Provide flexible office coverage as needed in support of department operations.
- I. Perform other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

New: 8/1999
Revised: 8/2004, 9/2006, 2/2007, 10/2009 (Updated Position Titles), 02/2011 (Updated Position Titles), 06/2011
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