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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : MONITOR-CLERK
Code: 470315 WPP
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Competitive

GENERAL STATEMENT OF DUTIES

Monitors noninstructional areas to insure the safety of school children, and performs routine clerical tasks; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision of a teacher or principal, the position involves the exercise of judgment in monitoring students' behavior. The clerical portion is routine, and involves the performance of basic clerical duties.

TYPICAL DUTIES

- * 1. Supervises children, and maintains order in noninstructional areas.
- * 2. Reports all misconduct to the proper authority.
- 3. Checks visitors in and out.
- 4. Reports unauthorized visitors to the principal.
- * 5. Sorts and files mail, records, and other materials.
- * 6. Records data.
- * 7. Prepares routine reports.

***TYPICAL ADA ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of office terminology, procedures, equipment, and clerical techniques.
2. Skill in effective observation of students' behavior.
3. Ability to be firm and courteous with the public.
4. Ability to maintain records and prepare routine reports.
5. Ability to establish and maintain effective working relationships with students and staff.
6. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Completion of eighth grade education.

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