

## **JOB DESCRIPTION**

### **POSITION: Islamic Weekend School Clerk**

- Handle sensitive information in a confidential manner.
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders, or optical scanners.
- Type in data provided directly from staff, volunteers, parents, or students.
- Create spreadsheets with large numbers of figures without mistakes.
- Verify data by comparing it to source documents.
- Update existing data.
- Retrieve data from the database or electronic files as requested.
- Perform regular backups to ensure data preservation.
- Sort and organize paperwork after entering data to ensure it is not lost.
- Enter names, addresses, figures, dates and other data and information into word processors, spreadsheets, and databases.
- Produce exhibits with graphics and text for presentations or agendas.
- Scan or review incoming data to verify accuracy and lack of conflicts with other reported data or information.
- Create computer folders, sub-folders, directories, and sub-directories to store files.
- Field calls from parents and other members of public.
- Provide inputs for creation of labels or invoices.

The **Islamic Weekend School Clerk**'s expected work week is **6.5 to 13** productive hours during the school year, which do not include unpaid lunch breaks.