



Job Title: Clerical Specialist- CNP

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: NUH05

Summary: The Clerical Specialist-CNP performs varied clerical duties and entails responsibility for independent performance of duties requiring exercise of judgment in making decisions in accordance with established policies and practices.

Essential Duties and Responsibilities:

- Performs clerical and administrative duties
- Plans, organizes, and develops standard operating procedures as needed and review and revises
- Evaluates operations for conformity to established laws, regulations, or policies governing such activities
- Examines, verifies, and documents reports
- Summarizes report information to facilitate review in a timely fashion
- Verifies reports for completeness, propriety, and accuracy of computations
- Prepares comprehensive reports on subjects as assigned

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Professional Conduct:**

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.