

## HEALTH OFFICE CLERK

### DEFINITION

Assists in the daily operation of a school health office, administers minor first aid, assists students in taking prescribed medications and performs a variety of clerical duties related to the school health programs.

### TYPICAL DUTIES

Assists students in taking prescribed medications.  
Assists the School Nurse in maintaining health records and preparing reports.  
Files student health records.  
Communicates orally or in writing with parents and school personnel.  
Prepares documents and reports for the School Nurse related to the health program.  
Reviews student immunization records and alerts the School Nurse or the school administrator when immunizations are not in compliance with current state law.  
Assists students with toileting and activities of daily living.  
Maintains supplies in the health office and prepares requisitions for needed replacements.  
Provides minor first aid for ill or injured students.  
Maintains efficiency in the flow of student office visits.  
Records temperature readings.  
Contacts parents if a student must be released from school for health reasons.  
Performs limited specialized physical healthcare procedures (treatments) such as glucose monitoring, mechanical nebulizer treatment or emergency injections of medication with appropriate training and supervision by the School Nurse.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Health Office Clerk assists a credentialed School Nurse in a school health office by maintaining health records and administering minor first aid in emergencies.

A Health Care Assistant assists teachers and nurses by helping in the training and education of disabled students by presenting educational material or exercises and applying approved medical procedures.

An Office Technician performs a variety of clerical duties ranging from entry-level to those requiring the exercise of judgment based on training and experience.

### SUPERVISION

General supervision is received from a credentialed administrator or designee such as higher-level clerical personnel. Supervision and training for medical/health procedures must be received from a credentialed School Nurse.

## CLASS QUALIFICATIONS

### Knowledge of:

- Office practice and procedures, especially those involved in a health office
- Correct spelling, punctuation, and grammar
- Operation of various office machines
- First aid principles and techniques
- Cardio-pulmonary resuscitation procedures
- Suspected child abuse reporting requirements
- Microsoft Word and Outlook
- Web browsing techniques

### Ability to:

- Maintain confidential information
- Read, write and orally communicate in English
- Establish effective rapport with students, teachers, health personnel, and parents
- Alphabetize and maintain files
- Keep accurate records and perform simple arithmetic computations
- Accurately type and perform data entry
- Accurately follow oral and written instructions
- Perform first aid and cardio-pulmonary resuscitation
- Operate and use a computer

### Special Physical Requirements:

- Physical agility sufficient to push/pull, squat, twist, turn, bend, stoop and to reach overhead
- Ability to lift up to 25 pounds, assist with lifting students, and push a wheelchair
- Hearing sufficient to conduct in person and telephone conversations
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone
- Vision sufficient to read printed materials
- Manual dexterity sufficient to write, use telephone and business machines, and perform limited medical treatments
- Physical stamina sufficient to sit, stand or walk for prolonged periods of time

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office practices and procedures, and business English.

### Experience:

Six months of clerical experience.

Special:

A first-aid certificate issued by the American Heart Association or American Red Cross must be kept valid during the term of employment.

A CPR certificate issued by the American Heart Association or American Red Cross must be kept valid during the term of employment.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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