

► Putting the Spotlight on Clerical Services

In the New Member Tips, we'll highlight different ESP classifications by providing job information, statistics and professional development ideas and resources. The data and the information come from "2012 NEA K-12 ESP Membership Survey Report." This information can be used in newsletters, flyers to the community or in a bargaining strategy.

- NEA lists the following areas as part of clerical services:
 - secretarial; clerical and administrative services; office assistants; bookkeepers; accounting and financial assistants; statistics, payroll, and general office assistants; registration and records attendants; and telephone operators.
- More than 75 percent of clerical services ESP live and vote in the school district where they work. More than one-third have children in the same school system.
- Clerical services make up more than 16 percent of NEA ESP members. That means more than 56,000 people.
- Twenty-nine percent of clerical services work with special education students.
- Over 80 percent of clerical services employees have attended professional development training in the past two years.
- Wages for 53 percent of clerical services employees are paid on an hourly basis.
- Clerical services employees look for professional development training in the following areas:
 - Computer and software skills
 - Language arts
 - Records management
 - Time management
 - Financial recordkeeping, spreadsheets and databases
 - Accounting
 - Business law
 - Office administration and technology
 - Business communications
 - School law