

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6310
Pay Grade: D07

FLSA: Non-Exempt

CLERK SPECIALIST I

MAJOR FUNCTION:

Performs specialized, complex clerical work. Applies varied procedures in accomplishing duties of a specialized function within a work location. Work involves a degree of independent judgment and some decision-making based on experience or knowledge of a unit operation. Incumbent is required to assume specialized functions and duties learned only through job experience and may supervise other clerical employees. Work is performed under general supervision and is reviewed through observation of reports and conferences.

DUTIES AND RESPONSIBILITIES:

- Performs routine but varied clerical duties in accordance with standard procedures which may include photocopying, filing, tabulating information, answering telephones and distributing mail.
- Maintains specialized records, processes forms and reports of a specialized nature in a technical field or special unit.
- Interprets rules, regulations or procedures of an assigned unit.
- Explains or clarifies department policies or procedures to customers.
- Maintains files and prepares reports and statistical data related to unit operation.
- Relieves superior of administrative detail by performing research, maintaining records, and assisting in compilation of required data; makes routine mathematical calculations.
- May operate a computer to enter, retrieve or modify data.
- May prepare departmental payroll or pre-payroll information for processing at central payroll unit.
- May supervise others in routine clerical tasks.
- Applies knowledge of principles, practices, procedures, equipment, operation and organization of assigned unit.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED and three (3) years progressively responsible office experience or an equivalent combination of training and experience.

ISSUED: 8/79 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 4/04 LM; REVIEWED/REVISED MF, D&R 10/06 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CLERK SPECIALIST I

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Clerk Specialist I – PESPA