

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6365
Pay Grade: D07

FLSA: Non-Exempt

CLERK TYPIST II

MAJOR FUNCTION:

Performs advanced clerical work, which involves moderately complex work methods and problems and requires skilled typewriting. Principal emphasis of this position is upon the wide variety of clerical tasks performed, which require the application of independent judgment and clerical knowledge. While training, an employee works under close supervision, but thereafter, detailed instructions are received only when changes in procedures are made. Work is reviewed in process and by periodic audits.

DUTIES AND RESPONSIBILITIES:

- Types from clear or rough copy, hand written notes, or general instructions: reports, letters, statements, tabulations, vouchers, documents, or other materials frequently requiring independent action and discretion on problems encountered.
- Composes routine letters.
- Checks and proofreads typed copy.
- Utilizes data processing equipment for word processing, information input, and/or information retrieval.
- Receives, opens, dates, records, sorts, and distributes incoming mail; processes outgoing mail.
- Acts as a receptionist, answers and routes telephone calls.
- Operates a variety of office machines.
- Processes documents requiring knowledge of various procedures.
- Maintains files; examines paperwork and records and provides or verifies information from same; maintains coding; keeps records, lists, and logs; may prepare payrolls.
- May supervise the recording, indexing and filing of documents or provide lead supervision over a small number of clerical personnel engaged in routine clerical duties.
- Provides information to other departments or schools and to the public, applying significant knowledge of departmental rules, regulations and procedures.
- Applies knowledge of office terminology, procedures, equipment, clerical techniques, business English, spelling and math.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, plus (1) year of office experience. Successful completion of PCSB Typing Test (35 wmp).

ISSUED: 7/79 SSN; FORMAT REVISED: 3/88; REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; MQ's REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 7/04 LM; REVISED D&R: 11/06 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 TYPIST II

<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				