

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6607
Pay Grade: D10

FLSA: Non-Exempt

FTE ASSISTANT

MAJOR FUNCTION:

Performs advanced, complex clerical and data processing-related duties assisting with activities pertaining to FTE surveys and reporting. Work involves, but is not limited to, student/teacher data preparation, input/retrieval, production of hard copy and information storage requiring the use of computer hardware, software and peripheral equipment. In addition to other office clerical duties that may be assigned, is the designated district contact person on the Student Reservation System for the school sites as it pertains to FTE reporting. Work is performed under general direction with considerable independence and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Provides advanced-level clerical and data processing in the preparation and maintenance of district wide FTE surveys and reporting
- Keeps abreast of school board policy and state requirements for FTE reporting
- Assists in establishing data collection procedures for state and district mandated student and instructor information
- Applies knowledge of packaged computer software, instructions contained in user manuals, and/or varied specialized clerical procedures to input and consolidate data, download and sort information, produce lists and generate reports
- Proofreads materials, analyzes and corrects FTE coding errors
- Provides lead direction to Data Management Technicians, Senior Data Management Technicians other clerical staff in the preparation of specialized reports such as FTE, Fall Survey, Economic Survey, which may require statistical compilation and mathematical calculations
- Acts as a help desk for staff involved with FTE
- May perform a wide variety of other clerical duties such as preparing and participating in workshops, updating manuals, maintaining records and files, answering the telephone, typing, and distributing mail
- Performs related work as required

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, plus three (3) years progressively responsible clerical office experience to include two (2) years in an automated work environment performing duties involving computer usage for data input and retrieval and generation of reports. Successful completion of PCSB computer-based training courses and PCSB Typing Test (25 wpm) shall be required.

PREFERRED:

School-based clerical experience.

ISSUED: 4/99 AK; BOARD APPROVED: 6/15/99; REVISED WC: 8/04 LM; UPDATED MF, REVISED D&R; 11/10 LMCK

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.

FTE ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	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				

FTE Assistant – NR