

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6611
Pay Grade: D10

FLSA: Non-Exempt

GED TEST CENTER ASSISTANT

MAJOR FUNCTION:

Performs responsible clerical work supporting the countywide GED Test Center operation. Responsibilities involve communication with the general public, DOE, and administrative and support staff on federal, state, and School Board GED policies and procedures. Duties include assisting with the test preparation process, maintenance of student records, and general office management. Lead direction is provided to clerical staff. The use of independent judgment and discretion is required in carrying out tasks on a daily basis. Work is performed under general supervision.

DUTIES AND RESPONSIBILITIES:

- Responsible for overseeing the office for the countywide GED Test Center, to include secretarial and clerical support to administrative and supervisory staff; provides lead direction to clerical staff.
- Interprets federal, state and School Board GED policies to the general public and administrative, instructional, and support staff; monitors for compliance.
- Verifies DOE printouts and invoice amounts, notes corrections, and prepares for VTAE bookkeepers.
- Accepts and receipts all GED test payments; sends invoices to HRS, Project Independence, Vocational Rehabilitation and Pinellas County Education Foundation; validates voucher payments; verifies and prepares invoices from FIRN for appropriate signature.
- Responsible for monitoring department budget.
- Schedules and conducts TABE Locator Test and GED pre-test for applicants and refers for proper class placement.
- Advises parents of potential school dropouts to the alternatives within the system for obtaining a diploma and information about VTAE occupational programs; handles sensitive situations with irate parents involving GED policies and procedures; determines viable solutions to daily problems.
- Responds to general public on inquiries regarding eligibility, sign-up procedures, and diploma information; verifies credentials of registered GED applicants.
- Maintains a permanent record system for dissemination of needed information to teachers, employers, and universities; prepares student records for central records; verifies, prepares and distributes official transcripts and diplomas.
- Schedules GED test proctors; prepares GED test schedules for countywide administration; maintains test rosters.
- Facilitates individual testing of handicapped GED candidates through federal and state agencies; converges individual test scores from the military and other state assigned testing locations.
- Compiles statistical data and prepares reports, as required.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, supplemented by college level courses in Business and Accounting, plus five (5) years of progressively responsible office experience to include one (1) year of experience in records management and public contact work.

PREFERRED:

One (1) year of related experience in the area of GED testing.

ISSUED: 2/90 MW; BOARD APPROVED: 3/28/90; REVISED WC: 8/04 LM.

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

GED TEST CENTER 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				