

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7162
7340 (ESY)
Pay Grade: D07

FLSA: Non-Exempt

SCHOOL OFFICE CLERK I

MAJOR FUNCTION:

Performs moderately complex clerical duties in a school setting. Functions are varied, requiring some independent judgement. Work is performed under general direction and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Applies knowledge of clerical techniques, office procedures and school rules and regulations in the performance of duties related, but not limited, to student records maintenance/control, registration, withdrawals, zoning verification, age verification, student address verification, manifestation of domicile and, in a large elementary school or middle school, activities related, but not limited, to student attendance, discipline, guidance services and school clinic including the issuing of student hall passes and "admits" to class and monitoring of student sign-in and sign-out sheets.
- Processes documents, requiring various procedural knowledge, including the request, receipt, transfer and maintenance of student records.
- Registers students, which may include zoning verification, health record verification, manifestation of domicile verification, and fee collection.
- Handles routine inquiries and provides information to parents, students, and the general public regarding school policies/procedures, rules and regulations, and other school-related matters.
- Screens and routes telephone calls; types letters, memos, forms, lists, reports from copy, rough draft or general instructions; organizes and maintains files; keeps records, lists and logs.
- May utilize microcomputer and/or peripheral equipment to assist with Data Processing-related activities.
- May compile bi-weekly payrolls.
- May train and oversee student assistants and/or supporting personnel in the performance of routine clerical tasks.
- May act as liaison between parents/students and school-based personnel.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus one (1) year of diversified clerical office experience; or an equivalent combination of education, training and experience.

ISSUED: 11/86 PBL; BOARD APPROVED: 11/26/86; REVISED: (MAJOR FUNCTION, D & R)
11/90; REVISED: 4/00 PBL; D&R REVISED: 7/01 PBL; REVISED WC: 6/04 LM.

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.

SCHOOL OFFICE CLERK I

| <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 | | | | |

School Office Clerk I - PESPA