

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7163  
Pay Grade: D08

FLSA: Non-Exempt

**SCHOOL OFFICE CLERK II**

**MAJOR FUNCTION:**

Performs complex, diversified clerical duties incidental to the smooth operation of a senior high school or PTEC. A wide variety of clerical tasks are performed within an assigned unit (front office, discipline/attendance office, high school records office, Assistant Principal's/Assistant Director's office, or guidance office) which require the application of independent judgment and familiarity with School Board policies and procedures and school-based rules and regulations. Work is performed under general direction and is reviewed through conferences and results obtained.

**DUTIES AND RESPONSIBILITIES:**

Applies knowledge of clerical techniques, office procedures, School Board policies and procedures, and school rules and regulations in the performance of duties related to front office-management, student discipline and attendance, high school student records maintenance/control and registration, or guidance services.

- Front Office: Is responsible for main reception area of a senior high school or assists in the front office operations of a PTEC and provides clerical/quasi-secretarial assistance to at least one assistant principal or assistant director and, in some cases, the activities coordinator. Duties may include, but are not limited to the following: greets, directs, and provides school-related information to parents, students, visitors, school personnel, and the general public; monitors school visitor log; operates switchboard to screen and route telephone calls and place long-distance calls or assists as needed; may instruct, oversee, and grade student assistants in switchboard and Xerox operation, mail distribution and other routine clerical activities; may coordinate and oversee work of supporting personnel; coordinates and types student/teacher/school bulletins, teacher handbook, financial obligation lists, parent newsletters and other mail-outs, plus correspondence from assistant principal(s)/assistant director(s) and, in some cases, the activities coordinator utilizing word processor and/or typewriter; responsible for student insurance forms and claims; provides assistance to principal's/director's secretary in various projects and clerical activities; may compile instructional, clerical, and/or plant operations biweekly payrolls; issues work orders to Plant Operations staff; key operator for large Xerox copier which includes responsibility for maintenance and repair requisitions; oversees teacher workroom; receives deliveries; maintains master teacher list and room utilization chart; maintains records on use of facility; requisitions and distributes instructional supplies; may utilize microcomputer and/or other data processing equipment for information input/retrieval and generating reports.  
Performs related work as required.
- Discipline and Attendance Office: Performs clerical/quasi-secretarial duties for several assistant principals/assistant directors primarily in the areas of student discipline and attendance. Acts as liaison between parents/students and school-based administrative staff. Duties may include, but are not limited to: continuous interaction with students and/or parents involving discipline, attendance, school clinic; applies knowledge of Board policy on student attendance and discipline to carry out day-to-day activities; maintains student attendance/discipline files; issues student hall passes and "admits" to class; monitors student sign-in and sign-out sheets; types general correspondence, suspension and discipline-related letters, memos, forms, and reports; utilizes microcomputer for attendance-related record keeping; may also utilize microcomputer and/or other data processing equipment for information input/retrieval and generating reports; may train, oversee, and grade student assistants in routine clerical tasks and coordinate and oversee work of supporting personnel.  
Performs related work as required.

## SCHOOL OFFICE CLERK II

### **DUTIES AND RESPONSIBILITIES: (Continued)**

- High School Records Office: Is responsible for the maintenance and transfer of cumulative records for incoming and outgoing high school students. Screens incoming students eligible for re-entry contracts. Screens incoming records for information that may need additional attention, such as expulsions, Exceptional Education records, etc. Screens students entering from private, non-accredited schools and makes appointments for required testing. Greets and provides school-related information to all incoming families. Acts as liaison between parents and guidance counselors/administrative staff with regard to registration/withdrawals. Assists in registration processing. Utilizes student information system to input student information pertaining to the student's demographic, health, entry or withdrawal status into FIRN. Is responsible for electronic transfers of student transcripts. Utilizes knowledge of immigration procedures in the handling of I-20 immigration papers  
Performs related work as required.
- Guidance Office: Performs clerical/quasi-secretarial duties for several guidance counselors. Acts as liaison between students/parents and Guidance Department personnel. Duties may include, but are not limited to: arranging parent and/or student conferences with teachers and counselors; distributing student progress reports; securing homework assignments for infirm students; scheduling and coordinating activities pertaining to visitations of college and/or business representatives; involvement with Peer Facilitator Program; typing correspondence, student guidance newsletter, lists and reports for several guidance counselors and, in some cases, the registrar; recording minutes of guidance department meetings; maintaining guidance-related files on each student; keeping track of counselor and occupational specialist appointments; screening calls; assisting parents and/or students in guidance related matters; may become involved in confidential situations requiring liaison activities between guidance department and other services; may utilize microcomputer and/or other data processing equipment for word processing, information input/retrieval and generating reports; may train, oversee, and grade student assistants in routine clerical tasks and oversee work of supporting personnel.  
Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED, plus two (2) years 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. 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 II**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				