



Job Title: Administrative Clerk I

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide routine to moderately complex clerical support in the assigned administrative office.

ESSENTIAL JOB FUNCTIONS

- Performs various clerical support duties, such as copying, scanning, faxing, filing, and laminating.
- Provides administrative assistance to other clerical and secretarial personnel as needed.
- Generates correspondence, memos, agendas, reports, forms, manuals, and other relevant materials appropriate to the assigned department.
- Maintains and verifies accuracy of various departmental reports and databases, files documents and records as instructed by departmental guidelines, and retrieves files on request.
- Assembles a variety of data from office records for incorporation into departmental reports.
- Establishes, collects, organizes, and maintains data pertaining to assigned clerical tasks and composes departmental reports as requested.
- Reviews a variety of documents and determines methods for processing, i.e., student records, catalogs, periodicals, immunizations records, rosters, personnel documents, etc., and processes by use of manual or automated methods.
- Answers the telephone, routes calls, provides public with general information regarding department services.
- Assists department, program, or school management with various special projects and programs.
- Orders supplies and maintains storage rooms.
- May maintain calendar of various training and meeting rooms and schedule usage accordingly.
- May maintain routine accounting, financial, and cost records in accordance with established policies and procedures; may prepare or check payrolls, vouchers, requisitions, purchase orders, personnel, and similar records.

- May perform routine accounting support work and calculations according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- May issue and/or process various applications or transactions for student or school programs, e.g., licenses, permits, certifications, free and reduced lunches, federal cards, parent invitations, attendance records, CAT scores, athletic eligibility, transcripts, etc.
- May collect fees and/or fines, and prepares reports to account for funds collected.
- Performs routine system backups by creating, loading, and saving data and program files to diskette and hard copy.
- Performs minor maintenance of computer equipment and related peripherals, i.e., modems, printers, scanners, tape drives, collators, etc.; changes printer ribbons, adds paper, and conducts minor maintenance of computer hardware; calls for technical support as needed.
- Communicates with other departments, supervisors, and the general public for the dissemination of information.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent supplemented by one (1) year responsible clerical support experience, and the ability to type at a prescribed rate of speed.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of mathematics, computer principles, techniques, and procedures.
- Requires the ability to display knowledge of operating principles and characteristics of information system and associated computer hardware and software utilized by the department.
- Requires the ability to display knowledge of standard office practices and procedures.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and/or standard report generation.
- Requires the ability to display knowledge of batch and on-line application techniques of information processing systems.
- Requires the ability to display knowledge of the use of standard office machines and automated equipment and machines.
- Requires the ability to display knowledge of interpersonal skills necessary to effectively interact with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous and friendly manner.
- Requires the ability to display skill in using routine word processing software and a familiarity with basic computer operations.
- Requires the ability to display skill in operation of a computer keyboard and utilizing standard software applications used by the District.
- Requires the ability to display skill in making accurate arithmetic computations with reasonable speed.

- Requires the ability to display skill in making routine decisions in accordance with laws, rules, regulations, and standard operating procedures.
- Requires the ability to display skill in maintaining complex records and prepare periodic reports.
- Requires the ability to display skill in inputting and retrieving data from a CRT terminal.
- Requires the ability to display skill in concentrating and paying close attention to detail with constant interruptions such as answering phones or assisting others in person; accurate typing.
- Requires the ability to display skill in linking, connecting, and accessing services from other information systems by use of modems, nodes, or network connections.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: