



**Job Title:**                    **Administrative Clerk II**

## **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 – 14

**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 complex clerical support in the assigned administrative office.

## **ESSENTIAL JOB FUNCTIONS**

- Provides advice, consultation, and interpretative guidance to clerical staff and/or an operational unit planning, organizing, prioritizing, and approving employee's quality and quantity of work output.
- Performs various clerical support duties, such as copying, scanning, faxing, filing, and laminating.
- Provides administrative assistance to other clerical and secretarial personnel as needed, and may serve in a lead position to entry level personnel, training and reviewing work performed.
- Generates correspondence, memos, agendas, reports, forms, manuals, and other relevant materials appropriate to assigned department.
- Maintains and verifies accuracy of various departmental reports and databases, files various documents and records as instructed by departmental guidelines, and retrieves files on request.
- Orders supplies and maintains storage rooms.
- Assembles a variety of data from office records for incorporation into various departmental reports.
- Oversees, maintains, and periodically directs the purging of document storage systems, both manual and/or automated.
- Executes appropriate clerical procedures in accordance with Florida statutes, laws, ordinances, departmental procedures, etc., in the processing of documents, data, reports, etc.
- Performs technical tasks requiring training and applied knowledge to expedite, e.g., retirement employee benefits, operational activities, etc. Interprets state and federal regulations, legal instruments, laws, and statutes governing a particular function in a governmental entity.

- Organizes and coordinates assigned project logistics and resources to meet all deadlines and maintain quality; may be required to work at a remote location and take responsibility for day-to-day program administration.
- Assists in the formulation of policies, work procedures, and methods, gathering, compiling, and analyzing data in preparation of the implementation process.
- Confers with management to keep them informed on key issues and to obtain their support and approval.
- Establishes and maintains a database of information, categorizes and maintains manual and/or computerized filing systems, creates tracking systems and forms, enters data, cross-indexes, and files documents and records in specified classifications.
- Performs minor maintenance of computer equipment and related peripherals, i.e., modems, printers, scanners, tape drives, collators, etc.; changes ribbons, adds paper, and conducts minor maintenance of computer hardware; calls for technical support as needed.
- Communicates with the general public, departmental staff, and staff from other departments in person, over the telephone, or by radio transmission to handle transactions, research, and answer technical questions, provide information, or resolve problems.
- Performs other duties as assigned

**MINIMUM REQUIREMENTS**

- High school diploma or equivalent supplemented by two (2) years 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.
- May require the possession of or ability to obtain a State of Florida Notary Public Commission.

**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 and District specific operating software and a familiarity with basic computer operations.
- 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:**