School District of Santa Rosa County
Job Description

Clerical Data II

Reports to: School Principal/Manager	**FLSA Status:** Non-Exempt
Department: Schools	**Prepared by:** Human Resources
Date: February 19, 2015	**Job Code:** Same as Principal/Manager
Position #: 45310	**Range:** 9

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Inputs student/employee information in prescribed format;
- Maintains database for student/employee information and enters data for daily attendance;
- Maintains sequence and control of source documents and makes schedule changes;
- Recognizes deficiencies and/or problems in source documents and returns to supervisor for correction, if necessary;
- Obtains necessary signatures and routes appropriate material;
- Reviews documents, generates reports from data and prints hard copy of reports;
- Gives information to other units, assists in answering telephone and questions;
- Meets public giving appropriate information, explaining rules, and/or assisting students/employees;
- Types from rough draft, copy or general instruction, reports, letters, statistical tabulations, narratives;
- Composes letters and/or memoranda as requested;
- Operates equipment in office or media center;
- Assists teachers/staff as needed in performing secretarial and clerical duties;
- Performs related duties as required or assigned by principal.

Supervision Received:
School Principal/Manager

Supervision Exercised:
None

Minimum Qualifications & Skills Required:
- Graduation from high school or GED.
- Three years experience with the Gateway student system or TERMS and 45 hours of in-service training related to general office automation or 60 semester hours of college credit and 2 years experience with the Gateway student system or TERMS and 45 hours of in-service training related to general office automation.

Preferred:
Use of data entry equipment.

Physical Demands:
Must be able to operate data entry equipment; may require sitting for extended periods of time. School Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:
Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:
This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.