# Job Description

## Clerical Data III

Reports To:          School Principal/Manager
FLSA Status:        Non-Exempt
Department:         Schools
Prepared by:        Human Resources
Date:                   December 9, 2021
Job Code:            45320
Range:                11

## Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

## Primary Duties and Responsibilities:

- Executes appropriate data processing procedures in accordance with Florida statues, laws, ordinances, and departmental procedures
- Performs numerous essential record keeping tasks to organize and maintain school information and filing systems
- Establishes, collects, organizes, and maintains data pertaining to assigned clerical tasks to compose school departmental reports as requested
- Enters and reviews all data for FTE funding
- Generates and analyzes special reports and other relevant materials appropriate to data entry tasks
- Assists with the resolution of minor routine administrative and operational problems related to data processing as needed
- Reviews, processes, enters, and edits data and computer-generated output to maintain accuracy of records
- Assist parents in resolving issues involving the parent portal
- Assist teachers with Student Information System questions and concerns

## Supervision Received:

School Principal/Manager

## Supervision Exercised:

None

## Minimum Qualifications & Skills:

- Graduation from high school or GED
- One of the following:
  - Five years' experience with the school districts' student information system and
  - 45 hours of in-service training related to general office automation
    Or
  - 60 semester hours of college credit and
  - 45 hours of in-service training related to general office automation and
  - Four years' experience with the school districts' student information system
- Ability to provide information correctly and concisely, orally and in writing
- Ability to use sound judgement in dealing with sensitive or confidential information/material
- Ability to function with little or no supervision
- Ability to exercise sound judgment in making minor decision as directed by supervisor
- Ability to work on multiple tasks at the same time
- Ability to understand and follow oral and written instructions
- Ability to work cooperatively and productively to complete assigned tasks

## Preferred Qualifications & Skills:

- 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
Allocated in District Staffing Plan

## Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff