

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6295
Pay Grade: D05

FLSA: Non-Exempt

CLERICAL ASSISTANT

MAJOR FUNCTION:

Performs entry level, routine clerical work according to specific instructions. Once learned, routine tasks are carried out independently and some initiative and judgment is utilized as experience is gained. Work is reviewed through observation in process and upon completion.

DUTIES AND RESPONSIBILITIES:

- Answers telephones, conveys messages and responds to routine inquiries.
- Serves as office receptionist greeting and directing visitors as needed.
- Receives, opens, dates, records and distributes incoming mail; processes outgoing mail including sorting and batching of materials.
- Stuffs envelopes and labels materials as needed.
- Copies forms, correspondence, records and other printed material as needed.
- Sorts, files, and maintains records, documents, lists, and logs.
- Processes documents according to established procedures.
- Receives and checks forms for accuracy of content and compliance with procedural requirements.
- May utilize computer for information retrieval and/or input and operate a variety of office machines and equipment such as calculator, paper cutter, and copier.
- May type data on forms, index cards, labels, envelopes; proofreads typed copy as requested.
- May assist ESE staff at a school site by performing routine clerical tasks.
- May assist in the processing of documents which requires procedural knowledge, such as the request, receipt, transfer and maintenance of student records.
- May assist in registering students which often includes zoning verification, health record verification, home address verification and fee collection.
- May assist in activities related to student attendance, guidance services, and school clinic, which may include the issuing of student hall passes, admittance to class, and monitoring of student sign-in/sign-out sheets.
- May be required to perform simple arithmetic computations.
- May perform light physical work moving or stocking materials and supplies.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED.

ISSUED: 12/93 PBL/DLH; BOARD APPROVED: 2/9/94; REVISED WC: 4/04 LM; REVISED MF, D&R: 12/06 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CLERICAL ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthl y	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				

Clerical Assistant - PESPA