

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6350
Pay Grade: D05

FLSA: Non-Exempt

CLERK TYPIST I

MAJOR FUNCTION:

Performs routine typing and clerical work which follows prescribed and well-established procedures. Work requires standard typing in addition to clerical work. Detailed instructions and close supervision are received at the beginning of work and on new assignments, but regular routine tasks are performed more independently and some initiative and judgment is utilized as experience is gained. Work is reviewed by a superior upon completion, both for content and accuracy.

DUTIES AND RESPONSIBILITIES:

- Types from clear or rough copy routine correspondence, reports, records, statements, forms, vouchers, and varied other documents.
- Checks and proofreads typed copy.
- Utilizes data processing equipment for word processing, information input and/or information retrieval.
- Sorts, verifies files and/or pulls materials and documents from files according to prescribed procedures.
- Receives, opens, dates, records, sorts and distributes incoming mail; processes outgoing mail.
- Receives and checks applications, vouchers, or other forms for accuracy of content and compliance with procedural and regulatory requirements.
- Maintains a variety of files, lists, logs and filing systems.
- Answers telephones.
- Operates a variety of office machines.
- Applies knowledge of office terminology, procedures, equipment, business English and spelling in performance of job duties; makes routine mathematical calculations.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED. Successful completion of PCSB Typing Test (25 wpm).

ISSUED: 7/79 SSN; REVISED: 1/80 SSN; FORMAT REVISED: 3/88; REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; MQ's REVISED: 11/91 PBL; BOARD APPROVED: 12/11/91; REVISED WC: 7/04 LM; REVISED D&R: 11/06 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.

CLERK TYPIST I

<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				