

The School Board of Polk County

http://www.polk-fl.net

Job Description

Position Title: Clerk Specialist

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PG02

Non-Union or Specific Collective Bargaining Agreement: Educational Support Personnel Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform specialized and advanced clerical work involving complex work methods and problems relating to the area of assignment.

Essential Functions of this Job

Prepares, processes and maintains specialized and complex records, forms, card systems, and reports. Posts entries to rules, regulations, and procedures of the unit to which assigned. Coordinates with school system personnel, vendors, and the public concerning duties and procedures of the unit to which assigned.

Assists in the input and update of computerized information on Data Processing CICS Systems. Assists in preparing

employee verification. Maintains files and prepares departmental reports and statistical data. Provides technical information and answers detailed inquiries regarding the operation of the unit. Assists in the supervision and training of subordinate clerical staff. Relieves the supervisor of clerical and administrative details.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of the processes and procedures of the unit to which assigned. Knowledge of business English, spelling, punctuation and arithmetic. Knowledge of office practices and procedures. Ability to type at a prescribed rate of speed. Ability to communicate effectively with school personnel, and

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the public. Ability to prepare reports and correspondence. Ability to perform arithmetic computations with speed and accuracy. Skill in the use of office machines and equipment. Ability to lead subordinate personnel. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school or completion of GED, including or supplemented by courses in business experience, or an equivalent combination of training and experience.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 0212

EEO5: 51

Approval Date: 2012-11-13

Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.