



OFFICE CLERK – FACILITIES SERVICES

SUMMARY/SCOPE/GOAL

To collect, summarize and enter information into a computerized record keeping management system. Create various reports as they relate to work orders, time worked, absence and various special projects.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School Diploma or equivalent required.
- Two (2) years' experience in data entry required.
- Knowledge of word processing and data entry applications as well as general office technology as related to specific job functions.
- Type at 30 correct words per minute.

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PREFERRED/DESIRED:

- Experience in payroll procedures preferred.
- Course work in typing or keyboard, data entry, standard office computer software or terminal operation.

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CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Organize and arrange documents and reduce data to keyed entries according to established procedures.
2. Process leaves of absence for both office and field staff; keep records and summarize information for various reports.
3. Maintain payroll records.
4. Coordinate requests with other departments, schools, and sites as necessary.
5. Operate personal computer with standard office software such as word processing and spreadsheets.
6. Key data into payroll mainframe.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

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KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of general office practices and procedures; knowledge of the methods and technology used in the operation of computers and other data input and output technology. Skilled in the operation of a computerized record keeping management system. Knowledge in verification of data in connection with the mechanical recording of statistical and accounting data.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Facilities Services	DEPARTMENT:	Facilities Services
TITLE CODE:	L3130	CONTENT BY:	Associate Superintendent – Facilities Services
GRADE:	18	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	1010 CORE	LABOR RELATIONS:	Kayle Green, Ed.D.▼
LAST BOARD APVD:	5/26/2015	CLASSIFICATION:	Beth Thedy, Ed.D.▼
SCHEDULE:	8 Hrs. – 12 Mos.▼		

- Deleted: Rick Morton
- Deleted: Jim Hickey
- Deleted: Debra Pace
- Deleted: – 255 Days

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/7/2015	Developed	Associate Superintendent – Facilities Services
1.1	3/1/2021	New Format	Ellie Kelly – Human Resources
1.2	10/14/2021	Updated requirements to current technology standards	Ellie Kelly – Human Resources

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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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