



SCHOOL OFFICE CLERK

SUMMARY/SCOPE/GOAL

Provide general clerical work as described to assure the smooth operation of the school.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High school diploma or equivalent required.
- Knowledge of word processing and data entry applications as well as general office technology as related to the specific job functions.
- Type at 30 correct words per minute.

PREFERRED/DESIRED:

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. Compile and type from copy, rough draft or general instructions, school attendance, reports, or other materials, frequently requiring independent action and discretion on problems encountered; type and process students' registration, absentee lists, tardy slips; etc.
2. Type form letters and other routine correspondence based on information from records and files.
3. Prepare reports, narratives, and statistical tabulations.
4. Operate office copy machines, process purchase and work orders. Register and withdraw students, process documents requiring knowledge of various procedures.
5. Maintain files; review documents for accuracy/sufficiency, obtain necessary signatures and route appropriately, maintaining follow-up.
6. Give information and assistance to students and the public, in person or by telephone, applying significant knowledge of school rules, regulations and procedures to interpretations made using positive interpersonal skills.
7. Receive, sort, and distribute district and U.S. mail; arrange district and county courier deliveries.
8. Compose school-to-home communications throughout the year, such as back to school packets; newsletters, fliers, and reminders, which may include the execution of compiling, typing, editing, printing and distribution.
9. Assist in the clinic when the nurse absents by bandaging minor scrapes, bumps, and bruises, handing out ice packs, or attending to more serious injuries while a nurse or EMT is called.
10. Dispense prescribed medicines to students as directed by the parents/doctor. Contact parents to share information or to send students home in accordance with district policy.
11. Communicate accident/incident information to School Secretary to complete accident form.

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12. Perform receptionist, secretarial and/or bookkeeping duties as required.
13. May perform tasks specific to the attendance register of students such as daily attendance, entering tardy students, parent contact of absent student, and hot lunch count to food services staff.

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.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Good knowledge of business English, punctuation, arithmetic, and spelling. Knowledge of elementary accounting and bookkeeping procedures; good knowledge of and ability to use modern office practices and procedures; good knowledge of record-keeping methods, practices, and procedures; working knowledge of departmental or school rules, regulations, and policies. Ability to work independently and to carry out assignments to completion with minimum instructions; work well with others and to assist the school public cooperatively and courteously; ability to type at a prescribed rate of speed. Skill in the application of modern office techniques and practices; skill in the use of a computer and in the use and care of pertinent office machines and equipment; able to meet and deal with public; able to perform multiple tasks in stressful situations. Ability to complete Medication Administration Training.

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:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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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:	Leading and Learning	DEPARTMENT:	Varies
TITLE CODE:	L3150; L3151; L3152; L3154	CONTENT BY:	Assistant Superintendent – Leading and Learning
GRADE:	18	COMPENSATION:	Human Resources
UNIT:	1010 CORE	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:		CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	VARIES – 9 to 12 Months		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/27/1997	Developed	
1.1	1/10/08	Changed grade per 1010 contract	
1.2	10/1/2021	New Format	Ellie Kelly – Human Resources
1.3	1/19/2022	Update requirements to current technology standards	Ellie Kelly – Human Resources

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.

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.