



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	General Clerk I (All Locations)
CONTRACT YEAR:	9, 10, 10 ½, 11, 12 Months or Year-round calendar
PAY GRADE:	10
BARGAINING UNIT:	FOPE-Clerical

QUALIFICATIONS:

EDUCATION: Standard high school diploma, special diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

EXPERIENCE: No previous work experience required.

ADDITIONAL REQUIREMENTS: The hiring administrator may specify preferred or appropriate additional qualifications as may be related to the job.

REQUIRED: Computer skills as required for the positions.

PREFERRED: Bilingual skills preferred.

REPORTS TO: Administrator, ~~Principal~~ or designee

POSITION GOAL: To perform varied clerical work in a responsible and accurate manner.

SUPERVISION ES: The position does not include supervisory responsibilityies

ACCOUNTABILITY PROCEDURES: The administrator, ~~principal~~ or designee will assess the effectiveness of the General Clerk I (All Locations) annually with respect to the performance of specific duties ~~responsibilities~~.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The General Clerk I shall carry out the performance responsibilities listed below.

1. M maintain filing systems; assemble, label, and prepare materials for filing; establish, maintain, or revise the order and nomenclature of file folders, drawers, and cabinets for a variety of files.
2. Code, classify, post, and consolidate information for reports; check for required forms, documents and number of copies.
3. Check for accuracy and completeness of routine material.
4. Distribute routine incoming mail; sort and stamp outgoing correspondence; address envelopes and packages; prepare printed matter and other material for mailing.
5. Order, receive, examine, and distribute office supplies and materials and maintain inventory records.
6. Assist at information desk, receive and refer visitors, relieve switchboard operator, take telephone calls and messages, supply routine information upon request.
7. Perform minor record keeping duties.
8. Maintain student decorum while students are waiting in or assigned to school offices.
9. Assist with the creation of vital reports and, under direct supervision, prepare the reports, accumulate data and use calculator to compute required figures.
10. Contact various departments within the school district and also non-school personnel to provide and request information.
11. Assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed.
12. Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
13. Operate standard office equipment such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, duplicator, etc., as well as equipment developed or advanced from future technology as required by the job.
14. Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment.
15. Review current developments, literature and technical sources of information related to job responsibility.
16. Ensure adherence to good safety procedures.
17. Perform other duties as assigned by the administrator/principal or designee.

18. F follow federal and state laws, as well as School Board policies.

SIGNIFICANT CONTACTS - frequency, contact, purpose, and desired s end result:

On a continuing basis, the General Clerk I works with ~~the principals,~~ district administrators, assistant principals, school psychologists, guidance counselors, school social workers, and classroom teachers in providing support services to parents and students to reinforce academic success.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The j Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy on evaluation of personnel.

Board Approved: 11/17/92 &

Adopted: 12/1/92

Board Adopted: 12/16/03

Board Adopted: 6/1/04