

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: School Clerk II

JOB CODE: 4215/4216

DEPARTMENT: Schools

PAY GRADE: 18 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is advanced clerical work to support attendance, student services, after school care, magnet, curriculum of community school programs, managing and maintaining student attendance information or assisting the School Secretary, Registrar and/or Treasurer. The work involves performing a variety of tasks which require a working knowledge of school operating policies, practices, and procedures.

JOB TASKS/RESPONSIBILITIES

1. Prepares and maintains a wide variety of documents, including, but not limited to: forms, reports, business correspondence, evaluations, announcements, and psychologicals.
2. May assist with accounting or financial management activities. Receipts fees, collects payments, and prepares recap of deposits.
3. Greets visitors, operates switchboard, makes and distributes photocopies.
4. Processes and distributes incoming mail.
5. Assists with registration activities: registers, transfers and withdrawals students, enters data via CRT terminals to change status or update records as required.
6. Schedules appointments or conferences for administrative or instructional personnel.
7. May keep attendance records of staff and process payroll or distribute payroll checks.
8. May be responsible for the processing of electronic RPA's, security and accident reports, purchase requisitions and maintenance requests.
9. Arranges bus transportation and issues bus passes and work permits, processes lunch applications and may supervise a small group of student aides.
10. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: twisting, reaching, sitting, standing, walking, lifting, climbing, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. One to two years secretarial, clerical or bookkeeping experience.
3. Knowledge of school operations and related policies and procedures preferred.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 08/24/83, 04/29/93, 10/07/94