

**Leon County Public Schools
Classification Specification**

Salary Grade 36

Summary Information:

Classification Title: Office Clerk

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

020	Reception Services	Receive and assist all persons who come into the office.
021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
025	Photocopying	Make photocopies.
026	Telephone Operation	Receive, make or transfer telephone calls.
030	Facsimile Operation	Send and receive facsimiles.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience High School Diploma or equivalent with no related experience required

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 07/01/2003

Leon County Public Schools Classification Specification

Salary Grade 36

Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> Developing Multi-year Strategic and/or Operational Plans Developing Annual Budgets Policy Development Controlling Expenses Coordinating Resources Decision making Delegation Individual/group leadership Interpersonal (working with groups) Knowledge of Business/organizational systems Negotiating and/or persuading others to take action Promoting safety Supervising, coaching and developing employees 		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> Checking grammar/punctuation Filing Perceiving detail in checking information/forms Reading comprehension (high school level) Operating word processing software Operating a computer terminal for data entry Operating automated spreadsheet software Scheduling appointments and/or travel Taking and distributing messages Taking dictation and meeting minutes General mathematical - adding, subtracting, multiplying, etc. 		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> Accounting/finance Advanced math - algebra, statistics, geometry Architecture Bookkeeping Computer operations Computer programming Contract interpretation Craft skills (electrical, etc.) Drawing-figures/drafting Engineering Graphic arts Landscaping Good Judgment Work standards Integrity 		

**Leon County Public Schools
Classification Specification**

Salary Grade 36

**Leon County Public Schools
Classification Specification**

Salary Grade 36

Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> • Oral communication--exchanging or expressing ideas by means of the spoken word • Presentations--transmitting information in a formal setting • Foreign communication--using a language other than English to communicate in writing or orally • Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc. • Editing written documents for content • Reading comprehension - understanding technical or scientific blueprints and charts • Public speaking 		

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> • Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching • Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder • Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms • Color - Match or discriminate colors • Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) • Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips • Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) • Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound • Lifting - raising or lowering an object from one level to another (includes upward pulling) • Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) • Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) • Reaching - extending the hands and arms in any direction • Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people • Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight 		

**Leon County Public Schools
Classification Specification**

Salary Grade 36