Leon County Public Schools Classification Specification

Salary Grade 31

Summary Information:

Classification Title: Clerical Assistant 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			
021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.	
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.	
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.	
044	Substitute Scheduling	Arranges for the services of a substitute teacher in the absence of a teacher.	
044 A	Non Teacher Scheduling	Arranges for the services of a substitute in the absence of a regular staff member.	
028	Scheduling/Appointments	Schedule appointments and meetings for students and staff. Initiate school/calendar dates.	
031	Liaison	Liaison between staff, parents, students and principal.	
032	Time Records	Maintain time records.	
019	Clerical Scheduling	Coordinate schedules and coverage of clerical staff (e.g., vacation, Christmas/spring break schedules).	
030	Facsimile Operation	Send and receive facsimiles.	
020	Reception Services	Receive and assist all persons who come into the office.	
999	Assigned Duties	Perform other duties as assigned.	

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General Classification Specification Factors:			
Education/Experience:	High School Diploma or equivalent with three years related experience		
Supervisory Responsibility:	Yes		
Type of Supervision:	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.		
Effective Date:	07/01/2003		