

**Leon County Public Schools
Classification Specification**

Salary Grade 32

Summary Information:

Classification Title: Office Clerk

Date Prepared: 08/2004, 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: 08/2004, 07/01/2003