

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Clerk Internal Services

## GENERAL DESCRIPTION

The essential function of the position within the organization is to perform routine clerical work for the Internal Services Department. The position is responsible for scanning and maintaining backlog of records as well as provide back up for the Receptionist and Messenger positions, In addition this position takes on special projects for the department and provides administrative assistance to the Director of Internal Services. The position works under general supervision.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Responsible for the scanning of records associated with the records management backlog efforts.

Monitor facility use agreements for payment and insurance requirements.

Acts as backup for the Receptionist, Internal Services providing switchboard and lobby coverage for lunches, breaks and leave.

Acts as backup for the Messenger, Internal Services providing courier coverage to the various sites district wide during leave.

Performs a variety of secretarial and clerical duties including but not limited to Types, copies, files, processes, mails, scans and/or transmits various routine and confidential documents, which may include forms, correspondence, memos, reports, spreadsheets, notices and others, assembling materials, coordinating meetings, running errands.

Enters program records in computer to maintain updated data base; retrieves and generates computer reports/spreadsheets as required.

Assists with special projects associated with department's areas of responsibility.

Processes accounts payable.

Process payroll and maintain employee attendance.

Enters, verifies for accuracy, updates and retrieves computer data; prepares spreadsheets.

Prepares periodic and special reports as required by the department, schools, District and other agencies.

Receives and responds to inquiries, concerns, complaints and requests for assistance from personnel and citizens regarding areas of responsibility.

Greets office visitors and provides professional, courteous customer service; assists customers or obtains information for customers as requested; explains financial policies and procedures; refers customers to other personnel or offices as appropriate.

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## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, copies, or posts data or information.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

### **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

### **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Clerk Internal Services

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires reasonable responsibility for the safety and health of others.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a high school diploma or GED.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of job related experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 25 pounds of

**MONROE COUNTY SCHOOLS  
POSITION DESCRIPTION**

**Title:** Clerk Internal Services

force on a regular basis; and some dexterity in operating office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Director of Internal Services

**Supervises:**

N/A

PAY GRADE: From: 113.01 To: 113.25  
Number of Months: 12 Number of Days: 254 Hours: 8  
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 03/21/17  
Aligned Title Change 2/1/17