

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union*

OFFICE CLERK

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Knowledge of office practices, procedures and equipment
- Ability to type and perform basic operations on a computer
- Ability to learn assigned clerical tasks readily and to follow instructions and departmental rules

Desired Qualifications:

- Ability to pass typing test of 30 words per minute

Performance Responsibilities:

- Answer incoming calls and make proper transfers
- Greet and direct visitors to proper offices
- Answer routine, non-technical questions and refer other questions to the appropriate staff
- Type various reports, memos and forms
- Sort and distribute mail and pony
- Sort and file in accordance with an established filing system
- Keep records and prepare reports
- Assist other clerical staff as needed
- Perform other duties as assigned by the site administrator and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the site administrator and/or designee

Evaluation:

Annual evaluation done by site administrator and/or administrative designee

Terms of Employment:

10-, 11-, or 12-month employment

*If designated as a confidential clerical position at site, non-union

Salary:

Salary based upon approved salary schedule - Noninstructional Level B

If designated as a confidential clerical position at site, salary schedule - Confidential Level A

Job Code:

73093

Board Approved: 08/18/98

Revised: 01/20/09, 05/17/11, 11/14/23