

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union\*

<b>OFFICE CLERK</b>
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**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 A

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