

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSISTANT, Data Entry

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Computer data entry / office experience preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- General clerical skills including ability to perform accurate keyboarding, to word process/type accurately, file and prepare reports accurately.
- Bilingual ability may be required per advertised vacancy specifications.

#### SUPERVISION

**REPORTS TO** Principal and/or Designee  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To perform data entry and clerical duties necessary for the operation of the school in a timely manner.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Assist in the distribution and processing of leave forms.
2. \* Perform general duties to include maintenance of printed FTE reports and records.
3. \* Perform technical processing of new materials.
4. \* Serve as back-up to the FTE Clerk/Bookkeeper relating to data entry functions.
5. \* Assist the FTE Clerk/Bookkeeper with processing of purchase orders and property record files.
6. \* Assist with computer operations and provide assistance with software training as it applies to data entry.
7. \* Assist with data entry of student personnel data, including master schedule and discipline/attendance records, when requested by the FTE Clerk/Bookkeeper.
8. \* Observe confidentiality of students and student records at all times.
9. \* Answer phone inquiries and assist with phone reception and other office duties when requested by the Principal and/or Designee.
10. Perform other duties as assigned by the Principal and/or Designee.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard office equipment

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### PHYSICAL REQUIREMENTS

#### Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

### PHYSICAL ACTIVITIES

#### Sitting

Resting with the body supported by the buttocks or thighs.

#### Standing

Assuming an upright position on the feet particularly for sustained periods of time.

#### Walking

Moving about on foot to accomplish tasks, particularly for long distances.

#### Bending

Lowering the body forward from the waist.

#### Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

#### Kneeling

Bending legs at knee to come to a rest on knee or knees.

#### Twisting

Moving body from the waist using a turning motion.

#### Reaching

Extending hand(s) and arm(s) in any direction.

#### Pushing

Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.

#### Pulling

Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.

#### Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

#### Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

#### Grasping

Applying pressure to an object with the fingers and palm.

#### Feeling

Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.

#### Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

#### Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

#### Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

#### Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

#### Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

### TERMS OF EMPLOYMENT

#### PAY GRADE

**C-B2 \$17,698 - \$31,430**  
Job Codes 2052/2052A  
District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 37.5  
Annual Hours 1470

#### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 16  
EEO-5 Line 51  
Function Vary  
Survey Code 73096

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

**March 9, 2010**  
**July 17, 2000**

ADA Information Provided by EMC  
Position Description Prepared by EMC

#### C-B1 \$20,138 - \$35,761

Job Codes 2053/2053A  
District Salary Schedule  
Months 11  
Annual Days 223  
Weekly Hours 37.5  
Annual Hours 1672.5

#### C-B \$23,301 - \$41,374

Job Code 2054  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935