

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

FTE CLERK, Secondary

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Demonstrated knowledge of bookkeeping.
- Ability to word process/type accurately, file, prepare reports accurately, and maintain system of keeping records.
- Two (2) years of office experience.
- Computer data entry experience preferred.

REPORTS TO Principal

SUPERVISES No supervisory duties

POSITION GOAL

To serve as the primary accountant for attendance within the school center, be responsible for tabulating daily attendance and FTE reports as required by State Law, and coordinate with county personnel in submitting these reports.

PERFORMANCE RESPONSIBILITIES

1. * Maintain automated student attendance records for FTE reporting.
2. * Prepare and process all purchase orders.
3. * Receive and process all incoming orders.
4. * Maintain accurate and current financial records.
5. * Prepare and verify FTE membership/time space reports.
6. * Maintain current and accurate property record files.
7. * Serve as a data contact person for the school.
8. * Maintain master schedule file.
9. * Coordinate class roll and grade card records.
10. * Enter and maintain student schedules in computer database.
11. * Serve as Insurance or Workers' Compensation contact, when required.
12. * Maintain the student demographic file.
13. Perform other duties as assigned by the Principal.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-C1 \$27,595 - \$49,004
M-11 D-223 H-1672.5
C-C \$31,925 - \$56,694
M-12 D-258 H-1935

C-C2 \$24,252 - \$43,066
M-10 D-196 H-1470

POSITION CODES

PeopleSoft Position	TBA	Function	Vary
Personnel Category	16	Survey Code	73096
EEO-5 Line	51	Job Code	1664
		Job Code	1619
		Job Code	1623

ADA CODES

2 **Sedentary**
3 **A-C/G/O-P/S-V**
4 **Indoors**

BOARD APPROVED

July 12, 1994