

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST II, Property Accounting

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years of experience in clerical activity, one that must have involved inventory control or accounting duties.
- Knowledge of computer applications as related to specific job functions; computer data entry experience desirable.

REPORTS TO Assistant Director Of Finance

SUPERVISES No supervisory duties

POSITION GOAL

To assist with creating and maintaining records and with conducting physical inventories on all district-owned real and tangible personal property, pursuant to law, Rules of the Auditor General, and Rules of the School Board.

PERFORMANCE RESPONSIBILITIES

1. * Assist with creating individual records for all real and tangible personal property from data supplied by the Finance Department.
2. * Assist with entering and periodically updating all property record data into a computerized storage and retrieval system.
3. * Assist with conducting annual inventories of District's tangible personal property.
4. * Assist with preparing periodic reports for use by administrative staff and the School Board.
5. Perform other duties as assigned by the Assistant Director of Finance.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment and Materials, Drive Small Trucks

PHYSICAL REQUIREMENTS

MEDIUM WORK 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 constantly to move objects.

PHYSICAL ACTIVITY

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.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.

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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.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
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 50 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 50 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 exerting up to 50 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 Motion	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/Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position TBA Function 7500	May 11, 1993
C-B \$23,301 - \$41,374	Personnel Category 14 Survey Code 77625	
M-12 D-258 H-1935	EEO-5 Line 44 Job Code 1605	