

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

CLERK, Facilities

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years secretarial/bookkeeping experience, with at least two (2) years office experience in architecture, engineering, or construction, or technical public/private industry.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Knowledge of principles and practices of office management.
- Ability to perform a variety of complex, specialized secretarial duties.
- Ability to assume responsibility without direct supervision, exercise sound judgement, and make decisions within the scope of authority.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with district personnel and the public.

SUPERVISION

REPORTS TO Executive Director, Operations
SUPERVISES No Supervisory Duties

POSITION GOAL

To assist the Facilities Planning Department with maintaining accurate project records; to process State required documents, consultant/contractor selections, and capital project permitting/construction documents.

PERFORMANCE RESPONSIBILITIES

1. *Maintain Capital Outlay work reports and assist in the oversight of the department's website, audits, and public records requests.
2. *Receive callers and provide information or refer to other members of the staff as appropriate.
3. *Create and maintain project and land records filing system.
4. *Create and process letters and other documents for the Executive Director, Operations and other department staff.
5. *Collect, tabulate, and report data necessary for the operation of the office.
6. *Process project bids, contracts, notices to proceed, pay applications, change orders, and close-out documents.
7. *Assist department staff in coordinating the professional consultant and construction contractor selection process.
8. *Process Department of Education forms and documents to support capital projects and required district reporting.
9. *Oversee and coordinate the district's building permit process.
10. *Schedule appointments and meetings for the Executive Director, Operations.
11. *Perform duties as the inventory control designee for the department.
12. *Perform bookkeeping functions, when required.
13. Perform other duties as assigned by the Executive Director, Operations.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

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.
Crouching	Bending the body downward and forward by bending leg and spine.
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/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

<p>PAY GRADE C-C \$33,997 - \$60,376 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935</p>	<p>POSITION CODES PeopleSoft Position TBD Personnel Category 16 EEO-5 Line 51 Function Vary Job Code 1991 Survey Code 74093</p>	<p>FLSA <input checked="" type="checkbox"/> Applicable <input type="checkbox"/> Not applicable</p> <p style="text-align: center;">ADA Information Provided by Position Description Prepared by</p>	<p>BOARD APPROVED September 24, 2019 May 11, 1993</p> <p style="text-align: center;">Previous Board Approval Joseph Ranaldi Joseph Ranaldi</p>
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