



Revised:
12/21/2024

Submitted:
12/17/2024

JOB TITLE:	CLERK III
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8688
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, thorough knowledge of the laws and regulations controlling the employing department and with departmental functions, policies, and practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Makes accurate and complete postings to complex departmental records and establishes and maintains files and filing systems in accordance with departmental policies and procedures

Word processes and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records; has unrestricted daily access to confidential nonpublic, information and material

Checks, analyzes, and classifies materials; transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form

Receives, classifies, and routes incoming mail

Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals

Establishes, maintains and services files; retrieves and forwards information as required; prepares related indices and cross references

Acts as receptionist or as a backup for such a position

Operates standard office equipment and machines including computers, adding machine, calculator, copier, and other office machines

Conducts limited research of records for information relating to job function

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required

occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
- Two (2) years successful experience in clerical functions
- Transcription skills, ability to operate calculator accurately and efficiently
- Successful experience with computer word processing/file management functions
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Ability to work well in a team situation
- Efficient time management
- Training or education in business practices and skills
- Associate Degree in business or related field
- Experience in a diverse workplace