MAJOR FUNCTION

Performs routine clerical work associated with data processing work methods and procedures.

Duties are varied, require the application of independent judgement and the maintenance of written controls to insure the accuracy of data produced.

Duties are performed under the general supervision of an immediate supervisor who evaluates performance through observation of work, periodic conferences, critiques, and/or records and reports.

MAJOR DUTIES  (Illustrative Only)

Prepares and maintains necessary records for location and verification of information contained in data system.
Coordinates with central data processing unit to obtain data print-outs.
Operates tabulating equipment and various office machines in support of data processing and general office functions.
Performs a variety of routine clerical work related to data processing systems, such as schedule changes, attendance, grades, and program activities.
Registers students at the school.
Gathers information, organizes materials, and enters FTE data as directed.
Prepares reports for instructional staff relative to various student records including grades.
Performs clinic duties as directed.
Operates the switchboard as directed.
Processes free/reduced lunch program forms.
Performs general school office clerical duties such as "counter coverage" and preparing correspondence to parents and school staff.
Supervises students while in the office for various reasons.
Uses computerized equipment and performs basic computer skills such as keyboarding.
Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a high school, vocational school, or an acceptable GED certificate;
One year of general clerical experience;
Typing proficiency demonstrated at 40 words per minute; and
Passing score on written test.

SUBSTITUTION

Successful completion of a data processing course equivalent to that offered by the Adult Voc-Tech Department of the Hillsborough County School Board may be substituted for the experience requirement.