ESP

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
CLERK -- DATA ENTRY, TRANSPORTATION
JOB DESCRIPTION

JOB CODE: 780960   **BARGAINING UNIT ELIGIBILITY:** Yes

FLSA: Non-Exempt   **PAY GRADE:** 23

                            SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:
- (1) High School Diploma or GED.
- (2) Basic clerical and data entry skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of software programs used by the department for capitalizing tangible assets. Ability to assemble and input data efficiently and accurately. Ability to operate a computer and utilize software applications used by the District. Ability to perform responsibilities without direct supervision. Ability to establish and maintain effective working relationships with district/school staff and administrators. Ability to confront and solve work-related problems. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Manager – Transportation Area, Lead

JOB GOAL
To assemble and input data into district Transportation inventory database.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:
- *(1) Collect tangible property or warehouse stock inventory data for subsequent additions or updating of inventory programs.
- *(2) Assist department in resolving any problems with the ordering of stock items or tangible property.
- *(3) Monitor computer reports for any necessary corrective action in the event of error listing and generate reports for use by the district.
- *(4) Monitor and assist in the yearly tangible property inventory and reconcile discrepancies.
- *(5) Inspect stock items upon receipt to verify specification requirements.
- *(6) Supervise trainees or clerks assigned on a temporary basis under school training program or student summer work.
- *(7) Serve on school/district committees as required or appropriate.
- *(8) Adhere to applicable safety standards.
- *(9) Attend all staff meetings and workshops.
- *(10) Assist with maintaining a clean and orderly environment.
- *(11) Be knowledgeable of and adhere to Board policies and departmental procedures.

CLERK -- DATA ENTRY, TRANSPORTATION (Continued)

*(12)   Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.

*(13)   Demonstrate initiative in the performance of assigned responsibilities.

*(14)   Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.

*(15)   Demonstrate support for the school district and its goals and priorities.

*(16)   Exhibit interpersonal skills to work as an effective team member.

*(17)   Follow attendance, punctuality and proper dress rules.

*(18)   Maintain confidentiality regarding school/workplace matters.

*(19)   Maintain expertise in assigned area.

*(20)   Manage time efficiently.

*(21)   Model and maintain high ethical standards.

*(22)   Participate in cross-training activities as required.

*(23)   Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

*(24)   Prepare all required reports and maintain updated and accurate records.

*(25)   Represent the District in a positive and professional manner.

*(26)   Respond to inquiries and concerns in a timely manner.

 (27)   Perform other duties as assigned.

*(28)   May be required to work beyond the 40-hour week.

Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 07

Adopted: 8/2/11
Revised: 9/26/19 (Superintendent)