



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Applications Clerk		<b>Board Approved:</b> 09/16/03 Rev. 06/17/18; Eff. 07/01/18
<b>Position Level:</b> 2 – 4 <b>May be assigned as:</b> 12-months/258 days	<b>FLSA Status:</b> Non-Exempt	<b>Job Code:</b>

### GENERAL DESCRIPTION

This is a confidential position involving working with a variety of clerical tasks that may require independent judgment, knowledge of rules, regulations and procedures.

### KEY RESPONSIBILITIES

- To maintain all instructional, professional support staff and substitute applications database and assist in fielding questions pertaining to the status of these applications.
- To take certification department phone calls, route questions to the appropriate person.
- To type correspondence, memoranda, reports and other documents as required.
- To mail applications and vacancy lists.
- To gather information from various sources for use by others in answer correspondence or preparing records.
- To keep records, prepare summaries and compile reports as needed.
- To perform other duties as assigned by Supervisor.

### CLASS SPECIFICATION

<b>Position Title:</b> Applications Clerk	<b>Job Code:</b>	<b>Position Level:</b> 2-4
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<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	H.S. Diploma or GED required.
<i>Work Experience:</i>	No prior experience required.
<i>Impact of Actions:</i>	Decisions and impact are normally limited to the position.
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly-prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.
<i>Communications:</i>	Requires regular contact within the department and with other departments, outside agencies, or the general public, supplying or gathering factual information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Planning:</i>	Daily: Seldom plan beyond the current day.
<i>Job-Related Knowledge and Skills:</i>	Intermediate Skills: Has knowledge of office or operational procedures. Performs basic typing/word processing, bookkeeping, checking or charts or records and posting of information to a database/spreadsheet, following instructions. <b>Typing Test (35wpm)</b>
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 2- Entry level requirements and enrollment/action form.
- 3- Completion of 20 hours of Inservice in the past twelve months as approved by Supervisor, action form and Supervisor's recommendation.
- 4- Completion of an additional 20 hours of Inservice points in the past twelve months as approved by Supervisor, action form and Supervisor's recommendation.