

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6485
Exempt
Pay Grade: D06

FLSA: Non-

DOCUMENTS CLERK

MAJOR FUNCTION:

Performs routine clerical work in microfilming public records of a school system. Duties include preparing and permanently recording official records by microfilming. Work is performed independently according to standardized procedures.

DUTIES AND RESPONSIBILITIES:

- Prepares records and documents to be microfilmed for proper sequence by date, number or other predetermined classification.
- Loads film into microfilm camera; performs necessary operations to microfilm data.
- Edits processed film on microfilm reader; corrects errors by re-filming.
- Operates related equipment such as densitometer, reader/printer, micro-filler, and duplifice printer.
- Makes copies of microfilmed records on request.
- Maintains, cleans and adjusts equipment as needed.
- Performs related clerical duties, which may include typing and routine data entry through existing computer terminals.
- Lifts equipment and records weighing up to 30 lbs. as required to perform duties.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, and one (1) year office experience; or an equivalent combination of education, training, and experience.

ISSUED: 6/84 PBL; BOARD APPROVED: 7/12/84; REVISED: 2/93 BMP (D & R ONLY); CHANGE IN JOB TITLE ONLY 7/95 PBL; BOARD APPROVED: 6/13/95; REVISED WC: 5/04 LM.

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.

DOCUMENTS CLERK

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				