

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DATA ENTRY CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in computer operation.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in computer operation and demonstrated keyboard proficiency. Demonstrated effective oral and written communication skills. Skill in analyzing computer data (input / output). Ability to manage time effectively. Knowledge in FTE procedures, membership and grade reporting procedures. Knowledge in attendance procedures. Ability to organize registration procedures.

REPORTS TO:

Principal / Supervisor

JOB GOAL

To maintain essential records fundamental to the management of the school and / or setting.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Input entries related to the student information system master file and update daily.
- * (2) Input all schedule requests.
- * (3) Assist in the scheduling process.
- * (4) Process and distribute student schedules, class lists and mailing labels.
- * (5) Input all daily entries to the attendance accounting system.
- * (6) Input discipline information on the student information system if required.
- * (7) Input all entries related to school course and staff master file.
- * (8) Input all entries related to grade reporting.
- * (9) Assist in processing student class records for generation of FTE.
- * (10) Assist administration in producing documents, surveys, reports, and mailing labels requiring word processing programs.
- (11) Transmit and receive transcripts electronically.
- (12) Participate in in-service training programs as assigned.
- (13) Use effective, positive interpersonal communication skills.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (15) Ability to work in a constant state of alertness and safe manner.

DATA ENTRY CLERK (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

**Job Description Supplement Code 6
Group 4 of the ESP Salary Schedule
DOE Job Code 61096**

Revised Board Approval 04/11/2017