



**NEW:** Revised: Submitted:  
 12/21/2024 12/17/2024  
 07/01/2019 06/11/2019

JOB TITLE:	CLERK III
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8688
BARGAINING UNIT:	CLAA

### SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, thorough knowledge of the laws and regulations controlling the employing department and with departmental functions, policies, and practices.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Makes accurate and complete postings to complex departmental records and establishes and maintains files and filing systems in accordance with departmental policies and procedures

Word processes and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records; has unrestricted daily access to confidential nonpublic, information and material

Checks, analyzes, and classifies materials; transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form

Receives, classifies, and routes incoming mail

Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals

Establishes, maintains and services files; retrieves and forwards information as required; prepares related indices and cross references

Acts as receptionist or as a backup for such a position

Operates standard office equipment and machines including computers, adding machine, calculator, copier, and other office machines

Conducts limited research of records for information relating to job function

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

### PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.~~

This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic

Two (2) years successful experience in clerical functions

Transcription skills, ability to operate calculator accurately and efficiently

Successful experience with computer word processing/file management functions

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Ability to work well in a team situation

Efficient time management

Training or education in business practices and skills

Associate Degree in business or related field

Experience in a diverse workplace



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12/21/2024

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12/17/2024

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JOB TITLE:	TECHNICIAN PROPERTY RECORDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8072
BARGAINING UNIT:	CLAA

NEW: Revised:  
12/21/2024  
07/17/2019

Submitted:  
12/17/2024  
07/16/2019

### SCOPE OF RESPONSIBILITIES

Coordinates equipment inventory, identification, marking, and auditing. Produces, updates, and audits completed inventories for the school system, and forwards to management information services for processing.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Gathers sufficient information to accurately and completely inventory a local school, system-wide service office location or program and accurately records and audits the information on the proper forms including state paid vocational inventory

Ensures, at the time of inventory, that all equipment is identified with proper stencil and etching information

Submits completed inventory forms to management information services for processing and edits computer reports for accuracy

Communicates the proper inventory procedures to various personnel in the local schools, system-wide service office locations, and various programs

Works with the various system-wide service office personnel responsible for handling of furniture and equipment to effectively audit and update all inventories

Audits various cost centers, system-wide service offices and special programs to verify accuracy of their inventory reports

Works with supervisor in analyzing the work of the unit and updating inventory procedures when necessary

Assists supervisor in maintaining the record of work accomplished by the unit and preparing necessary statistical and special reports

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

### PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

This work is conducted in an office setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., and pushing up to 20 lbs. Feeling, grasping, hearing, standing, talking and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Demonstrated ability to perform accurate inventory and auditing functions, prepare reports, and maintain appropriate records

Demonstrated ability to supervise personnel and to work with individuals and diverse groups

Possesses a working knowledge of equipment and furniture used in the school system

Knowledge of computerized inventory systems and procedures

Valid driver's license

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Knowledge of computerized inventory systems and procedures

Knowledge of BICS procedures and coding systems

Ability to communicate procedural requirements with MIS programming staff

Experience in a diverse workplace



Revised: 12/21/2024  
Submitted: 12/17/2024

JOB TITLE:	TECHNICIAN PROPERTY RECORDS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8072
BARGAINING UNIT:	CLAA

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Effective communication skills

**DESIRABLE QUALIFICATIONS**

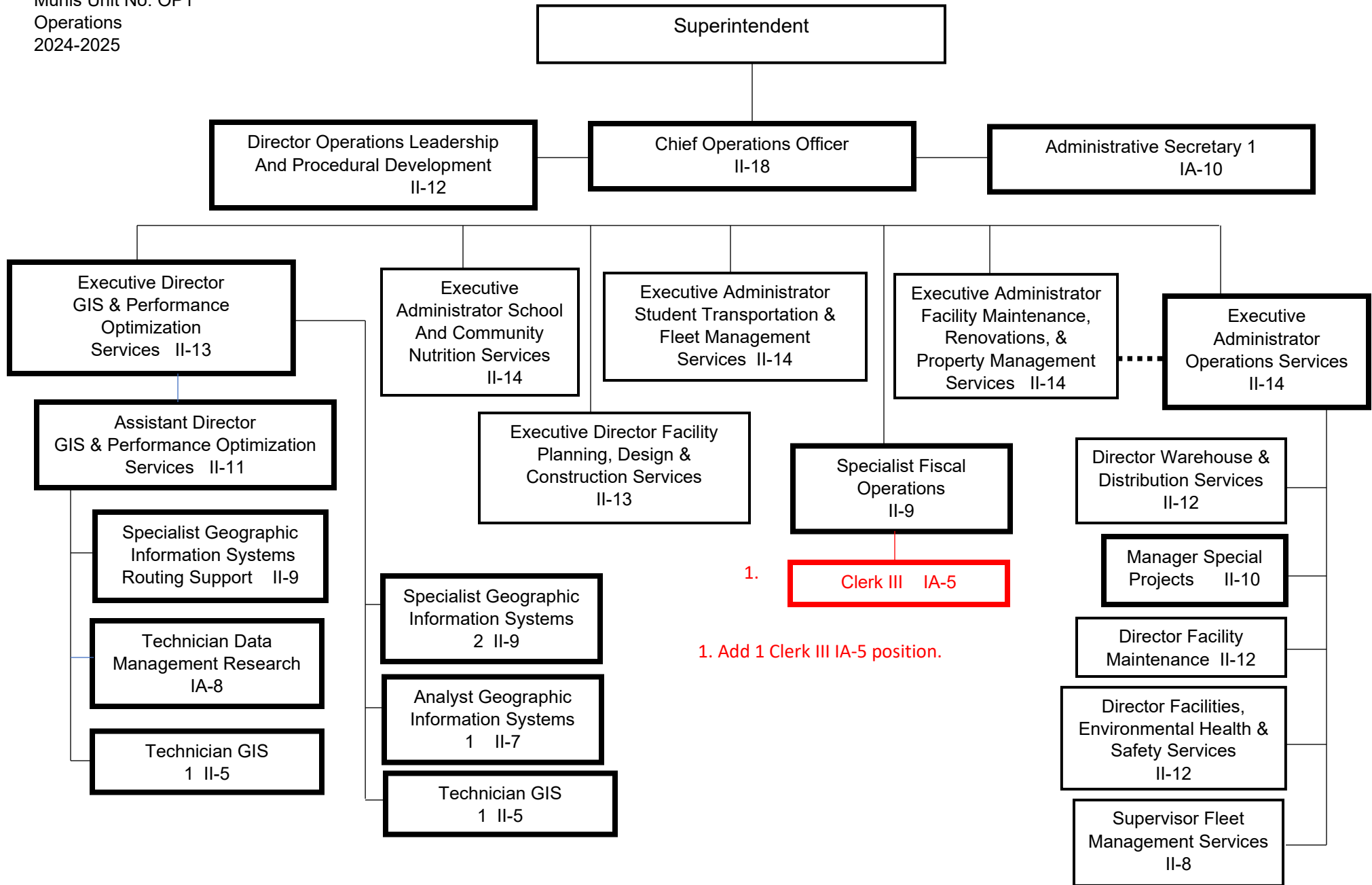
Knowledge of computerized inventory systems and procedures

Knowledge of BICS procedures and coding systems

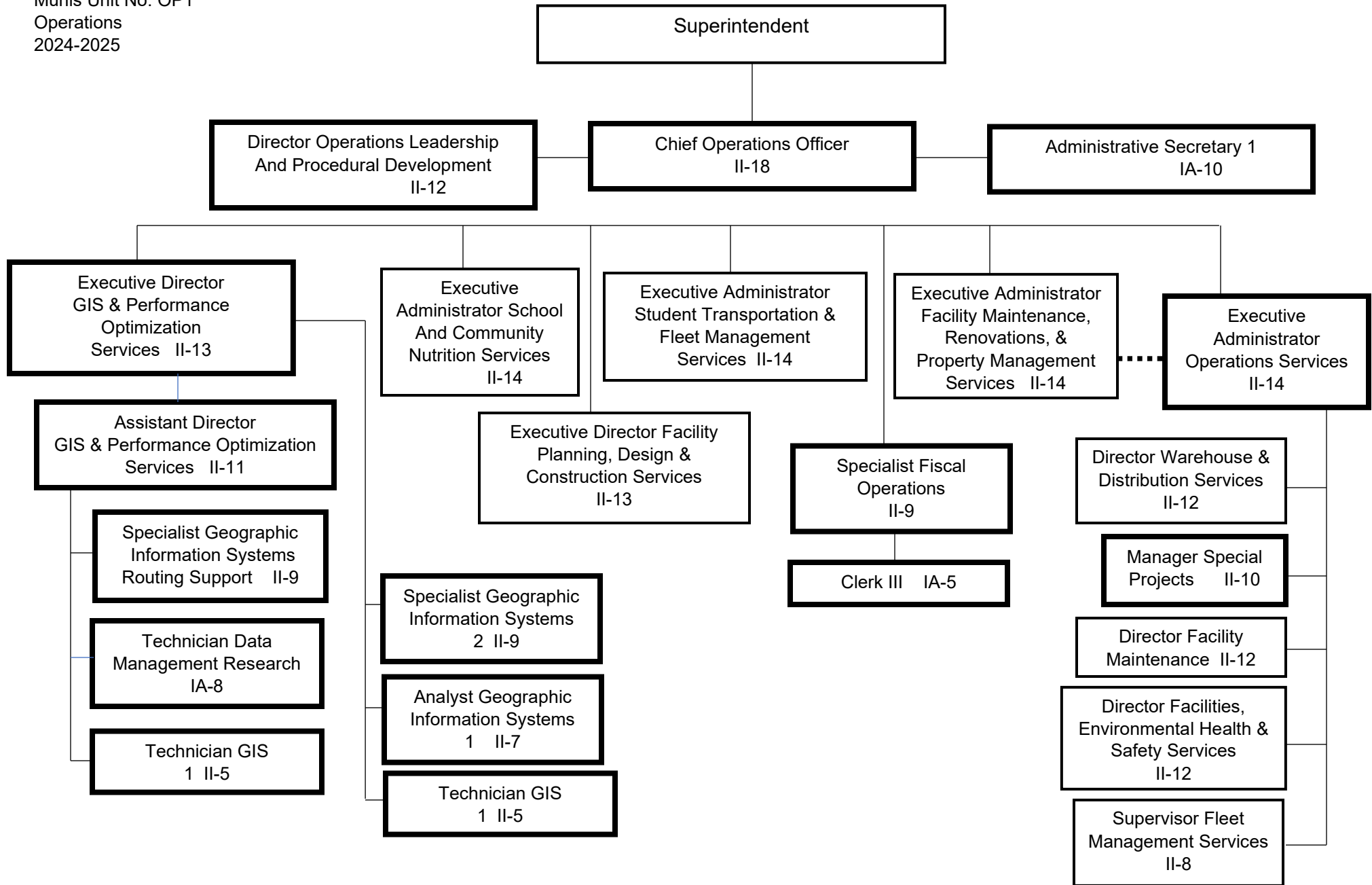
Ability to communicate procedural requirements with MIS programming staff

Experience in a diverse workplace

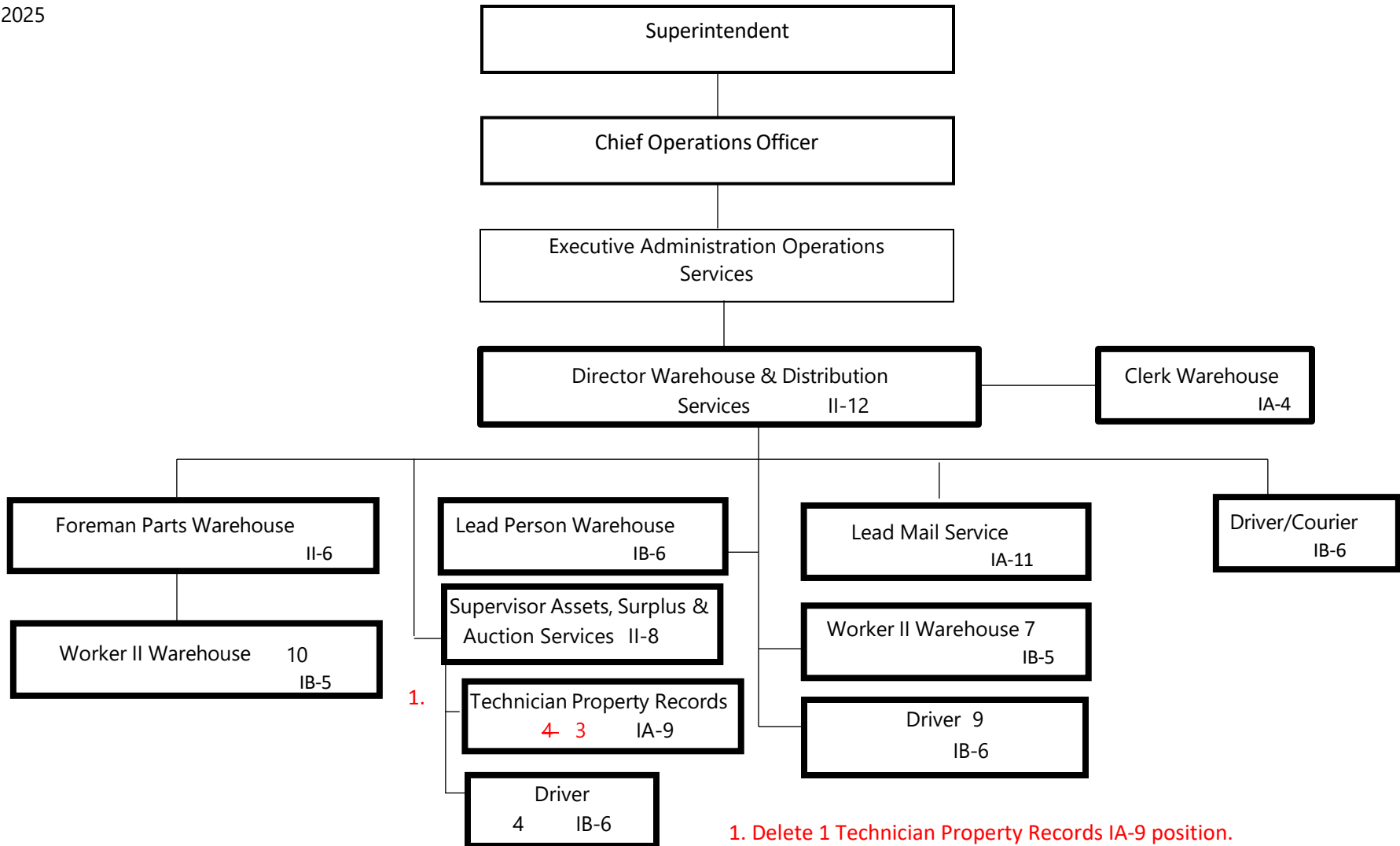




Summary:  
 General Fund Positions: ~~45~~ 16  
 Categorical Fund Positions: 0



Summary:  
 General Fund Positions: 16  
 Categorical Fund Positions: 0

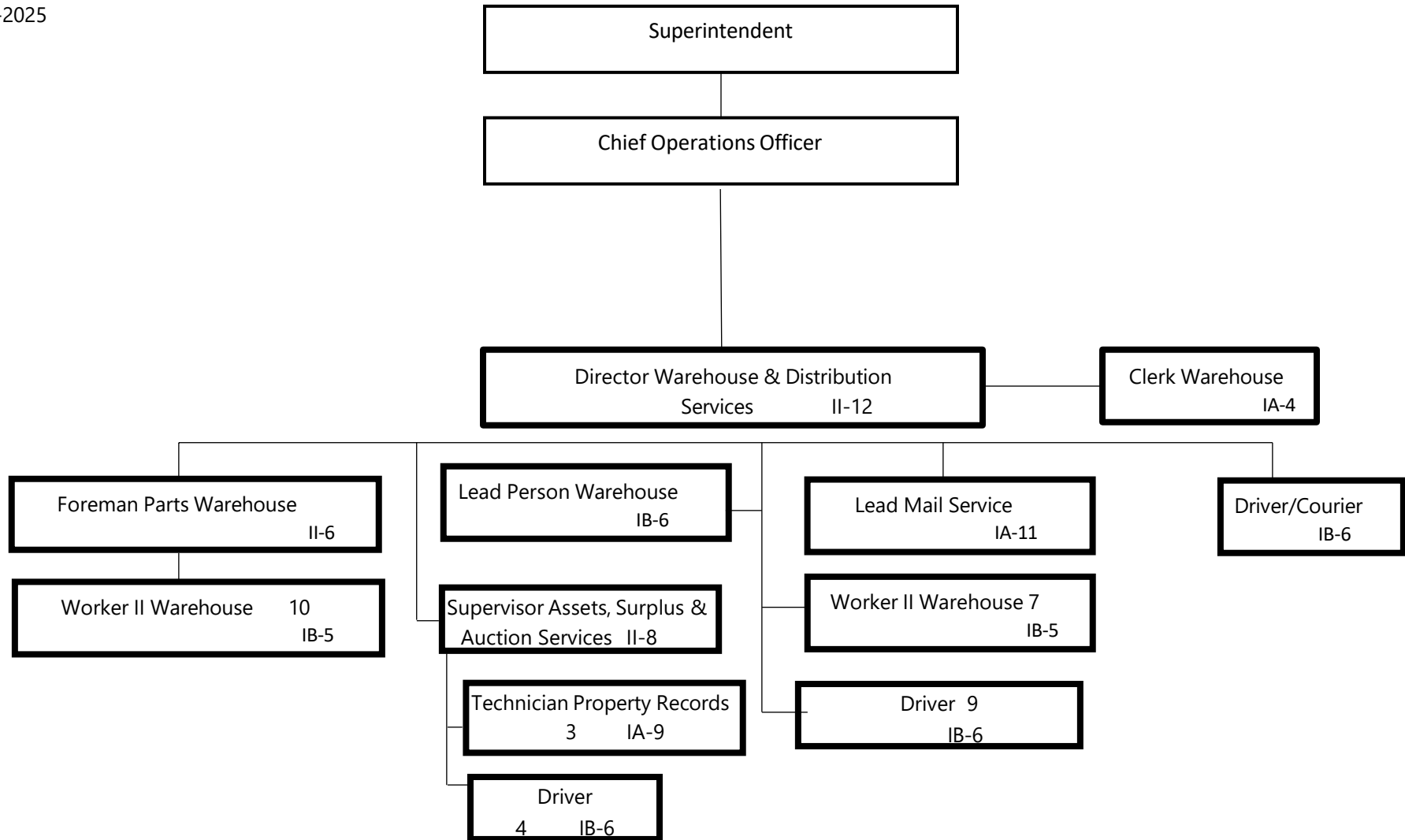


Summary:

General Fund Positions: ~~41~~ 40  
Categorical Fund Positions: 1

H-6

Submitted: ~~12/03/2024~~ 12/17/2024  
Effective: ~~12/04/2024~~ 12/21/2024



Summary:

General Fund Positions: 40  
 Categorical Fund Positions: 1

H-6

Submitted: 12/17/2024  
 Effective: 12/21/2024