

Please Post  
January 25, 2022

# HAMILTON SCHOOL BOARD

## Notice of Non-Instructional Position Opening

January 25, 2022  
Date

**POSITION** Data Clerk for HCHS (12 months)

**SALARY RANGE** \$21,059.00 - \$33,805.00

**DUTIES** See attached job description.

**EXPERIENCE PREFERRED** Professional telephone skills; ability to meet and interact with the public; computer proficiency; data skills in analyzing computer data (input/output); multi task skills; Prior clerical experience preferred but not required.


**EDUCATION PREFERRED** High school diploma or equivalent with business/clerical/data training

**EFFECTIVE DATE OF VACANCY** February 8, 2022

**DIRECTION FOR FILING APPLICATION** File application at [www.hamiltonfl.com](http://www.hamiltonfl.com) using the FastTrack on-line application system.

**DEADLINE FOR FILING APPLICATION** February 3, 2022

**INTERVIEW INFORMATION** Qualified applicants will be contacted regarding interview information. Meeting qualifications does not guarantee an interview.

  
  
Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.

Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.

Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.

Hamilton County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Name/Title: Ida Daniels, Equity Coordinator

Office Address: 5683 US Highway 129 S, Suite 1, Jasper, FL 32052

Phone Number (Voice/TDD): (386)792-7805

E-mail address: [ida.daniels@hamiltonfl.com](mailto:ida.daniels@hamiltonfl.com)

# SCHOOL DISTRICT OF HAMILTON COUNTY

## JOB DESCRIPTION

### DATA CLERK, SCHOOL

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent with business / clerical training.
- (2) Computer proficiency.
- (3) Prior clerical / secretarial experience preferred but not required.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. Skill in operating a computer terminal. Skill in analyzing computer data (input / output). General working knowledge of School District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Ability to maintain accurate records. Good organizational skills.

#### REPORTS TO:

Principal / Supervisor

#### JOB GOAL

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

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Input entries related to the Student Information System master file and update daily.
- \* (2) Input all student demographic data.
- \* (3) Assist in the registration and 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) Monitor accuracy of data input and output.
- \* (13) Operate office machines.

**DATA CLERK, SCHOOL (Continued)**

- \*(14) Duplicate, assemble and distribute documents.
- \*(15) Act as student locator, routing students to necessary sites as requested.

**Inter / Intra-agency Communication and Delivery**

- \*(16) Act as receptionist when needed.
- \*(17) Assist in preparing communication for students and parents regarding various activities and announcements at school.
- \*(18) Assist with communicating the importance of accurate collecting of funding related data and reports.
- \*(19) Answer the telephone in a courteous and professional manner.
- \*(20) Communicate effectively with the public, students, co-workers and administration.
- \*(21) Respond to inquiries and concerns in a timely manner.
- \*(22) Keep supervisor informed of potential problems or unusual events.

**Employee Qualities / Responsibilities**

- \*(23) Demonstrate initiative in the performance of assigned responsibilities.
- \*(24) Model and maintain high ethical standards.
- \*(25) Follow attendance, punctuality and proper dress rules.
- \*(26) Maintain confidentiality regarding student and personnel records.
- \*(27) Maintain positive relationships with co-workers, District employees, students and the public.
- \*(28) Participate in workshops and training sessions as required.

**System Support**

- \*(29) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- \*(30) Perform compilation of reports and documentation as necessary for FTE, ESOL, ESE and other data tied to student funding.
- \*(31) Assist with inventory process as needed.
- \*(32) Prepare all required reports and maintain all appropriate records.
- \*(33) Follow all School Board policies and school policies and procedures.
- \*(34) Exhibit the interpersonal skills necessary as an effective team member.
- \*(35) Demonstrate support for the School District and its goals and priorities.
- \*(36) Perform other incidental tasks consistent with the goals and objectives of this position.

**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.

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities