



# ***PINELLAS PREPARATORY ACADEMY***

## ***JOB DESCRIPTION***

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# ***DATA PREP CLERK***

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### **Major Function**

Performs complex diversified clerical and data processing-related duties pertaining to the preparation, input, storage, retrieval and reporting of student and class-related data. Work is performed independently and reviewed through observation and results obtained.

### **Duties and Responsibilities:**

- Utilizes computer for data entry/retrieval and to produce lists and generate reports.
- Proofreads material and corrects errors.
- Prepares or assists in the preparation of specialized reports such as FTE, fall survey, and/or economic survey, which may require statistical compilation and mathematical calculations.
- Performs clerical and data entry activities related to preparation and maintenance of master schedule.
- Maintains student information for school records and as source data for FTE reporting.
- Audits FTE reports and makes corrections as needed.
- Processes monthly attendance sheets and paperwork to add or drop classes and students.
- May perform a wide variety of other clerical duties such as greeting visitors, maintaining records and files, answering telephone, typing or word processing, and distributing mail.
- Complete lunch counts daily and order lunches for students.
- May assist and train other clerical personnel.
- Enters volunteer background check information into computer system and periodically checks for clearance.
- Performs related work as required.

### **Minimum Qualifications:**

Graduation from a standard high school or possession of a GED, and an Associates Degree from an accredited institution or two (2) years of progressively responsible clerical office experience. Must be computer proficient and either have completed or willing to complete training with SASI. Able to type at least 30 words per minute.

### **Salary and Benefits:**

Salary is set by the Board of Directors during the annual budgeting process. Time off is accrued at an initial rate of .042017 per hour worked. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 10-month position, which begins two weeks prior to students returning from summer vacation and extends at least one week after students leave.