



Position Title:	Clerk		
Reports To:	Director		
Department:	Take Stock In Children	Job Code:	4103
Prepared By/Date:	Jennifer C. Brito/7-2008	Job Group:	SNE
Approved By/Date:	Alejandro Alvarez/7-2008	Salary Grade:	8
Revised:	Jennifer C. Brito/4-29-2009	FLSA Status:	Non-Exempt

Summary:

This position is responsible for the maintenance of the TSIC database that tracks educational and employment data for all TSIC high school seniors and TSIC college students and graduates.

Essential Duties and Responsibilities:

- Assists the TSIC Enrollment & Retention Specialist and the Database and Reports Coordinator in completing functions and duties
- Assists in procuring and downloading college coursework and degree audits
- Assists in maintaining and recording employment and income information
- Ensure that accurate data is downloaded or entered into the TSIC systems by following directions
- Maintains Florida Prepaid and TSIC high school graduate student data
- Corrects encoding errors in database and makes notes of missing data fields and requests missing data
- Manually enters complete and approved data into systematic reports
- Assists in preparing and producing statistical reports and studies
- Supports Web and Helpdesk functions, when necessary
- Assists in research and development of statistical data, outcome measures and performance reports on TSIC college students and graduates
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of word processing, spreadsheets, and database software applications and office equipment (i.e., photocopier, printer, fax machine, calculator)
- Knowledge of office practices and procedures
- Excellent communication and customer service skills
- Excellent computer keyboarding and data entry skills
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manual
- Ability to write routine reports and correspondence
- Ability to make arithmetical calculations such as addition, subtraction, multiplication and division
- Ability to work effectively and independently in a multi-ethnic/multi-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School diploma and three (3) years of clerical experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name