STUDENT RECORDS CLERK

DEFINITION
Under general supervision, to perform responsible clerical work related to the collecting, compiling and reporting of student attendance and enrollment records at a junior high school level; and to do a variety of clerical and typing duties as assigned.

DISTINGUISHING CHARACTERISTICS
Positions in this class usually work under the supervision of a principal or vice-principal. There is a large volume of student and public contact related to the assigned responsibilities.

ESSENTIAL FUNCTIONS
Greets parents, students and office visitors, and provides information on school procedures, policies and activities;
Requests, maintains and transmits permanent student records;
Affix and/or record grades on permanent record cards;
Enrolls, transfers and withdraws students;
Requests and/or forwards transcripts of grades from and to other schools for students transferring in and out of the junior high school;
Maintains attendance records and prepares a variety of records and reports on enrollment and attendance;
Answers inquiries from other schools regarding student grades, attendance, and other information contained in student permanent record files;
Assists in evaluation of transcripts received from other schools to determine credit to be allowed and to determine comparability of course titles;
Prepares lists of students eligible for honor roll;
Requisitions, checks and prepares diplomas for graduation;
May perform basic secretarial duties for a school administrator;
May direct the work of students or other clerical personnel.

QUALIFICATIONS
Knowledge of:
- Personal computers and related software, i.e. SASI and word processing; modern office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing;
- Correct English usage, grammar, punctuation, and spelling;
- Basic mathematical skills.

Ability to:
- Perform responsible clerical work;
- Learn and apply district rules, regulations and policies;
- Compile and maintain accurate and complete records and reports;
- Understand and carry out oral and written instructions;
- Work cooperatively with those contacted in the course of work;
- Type at a speed of 45 net words a minute;
- Essential functions require, with or without the use of aids: mobility to move to counter, files and other areas of the school or office; sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate personal computer, telephone, typewriter and other business machines.

Experience:
Two years of typing and general clerical experience; preferably at least one year of experience in a California school district.

Education:
Equivalent to completion of the twelfth grade.

7/21/81
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