

STUDENT RECORDS CLERKDEFINITION

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.

QUALIFICATIONSKnowledge 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.