

STUDENT RECORDS CLERK II/ADMIN.

DEFINITION

Under general supervision, performs a variety of clerical functions concerning the maintenance of former student's records; prepares student records for microfilming, and stores, duplicates and distributes microfilm records as requested; prepares and maintains personnel, fiscal, and risk management Class I records; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- performs a variety of student record clerical tasks, including file purging, preparing files and records for microfilming, typing, proofreading, filing, and recording of data
- compiles information and prepares reports and summaries
- answers the telephone and provides caller with routine information and data
- responds to written requests from appropriate agencies and persons regarding the public school records of former students
- receives microfilm records and reviews and compares them with the originals to ensure accuracy and completeness
- prepares routine correspondence in response to informational requests
- organizes, develops, and maintains a data storage and retrieval system
- maintains a variety of alphabetical, numerical, and subject matter files and records
- performs data entry functions using a computer terminal and micro-computer
- processes student transcripts for distribution
- analyzes, proofs, and records date of the preparation of student and District records
- receives and complies with record subpoenas
- uses a variety of record management system equipment, including micro-computers, FAX, microfilm reader/printers, and optical record scanners.

QUALIFICATIONS

Knowledge: Modern office procedures, methods, strategies, and techniques, particularly regarding student record management; English usage, spelling, grammar, punctuation, and mathematical concepts; standard office machines and equipment, record storage, retrieval, and management systems.

Ability to: Skillfully operate a micro-computer and computer terminals using related application software; perform general clerical work with speed and accuracy; make simple mathematical calculations accurately; communicate effectively in oral and written form; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- will sit most of the time, but will walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend or descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of experience performing varied general office or clerical functions, preferably involving student and District record management.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; course work in keyboarding, record management and general office practices is desirable.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.