

STUDENT RECORDS CLERK II/HIGH SCHOOL

DEFINITION

Under the general supervision of an administrator, performs a variety of technical and responsible clerical functions to establish and maintain student records, which include transcript, cumulative record files, student course schedules, and other secondary student information in an automated and/or manual record keeping system; reviews, updates, and distributes student records for transfer and storage; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- performs a variety of technical student record clerical tasks, including the development of permanent student record files
- organizes, develops, and maintains a data storage and retrieval system which may include a variety of alphabetical, numerical, and other confidential files and records
- purges student records files and prepares them for microfilming and transfer
- receives, reviews, and performs a preliminary evaluation of transcripts for enrolling students; compares course work with district curriculum and requirements
- assists in evaluating student graduation standards; determines whether students meet graduation requirements
- inputs data, including student grades and grade changes, into an automated data management storage, and retrieval system; extracts data, compiles student record information and prepares reports, summaries, and transcript copies
- responds to telephone contacts and provides callers with appropriate student-related information and data
- responds to written requests from appropriate agencies and persons regarding student information and records; prepares routine correspondence
- reviews cumulative record contents to ensure accuracy and completeness; ensures that the content complies with State regulations and District policies and guidelines
- processes student transcripts for distribution
- organizes, leads, and monitors clerical personnel assigned to the secondary school records office; may participate in the employee evaluation process

QUALIFICATIONS

Knowledge: Modern office procedures, methods, strategies, and techniques pertaining to a secondary school student record management system; legal provisions, policies, regulations, and guidelines governing the student record management process; correct English usage, spelling, grammar, punctuation, and mathematical concepts; standard office machines and equipment, including micro-computers, computer terminals and a variety of related application software; automated record management, storage, and retrieval systems.

Ability to: Performs responsible and technical clerical work with speed and accuracy; work independently and with minimal supervision in a multi-task environment of frequent interruptions and changes in task priority; accurately interpret and apply legal mandates, policies, regulations, and guidelines; accurately perform simple mathematical calculations; effectively organize, monitor, and lead clerical personnel; meet stringent deadlines; communicate effectively in oral and written form; effectively operate a micro-computer and use appropriate application software; understand and follow oral and written directions; exhibit tact and diplomacy while working with persons of varied socio-economic and educational backgrounds; establish and maintain effective, 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: Two years of experience performing varied general office or clerical functions, preferably involving an automated secondary student record management system.

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

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

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