

## JOB DESCRIPTION

### JOB TITLE: Student Records Clerk

**Job Purpose Statement/s:** The job of "Student Records Clerk " is done for the purpose/s of providing clerical support to assigned counseling office personnel; communicating information to staff, the public, and other districts; orienting parents & students to school policies and procedures; ensuring compliance with district/school policies and procedures; and providing information and/or direction as may be requested.

#### Essential Job Functions:

- **Assists** counselors as may be required for the purpose of supporting them in the completion of student enrollment orientation and course scheduling activities.
- **Evaluates** situations (i.e. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- **Maintains** records (e.g. enrollment cards, student schedules, etc.) for the purpose of providing reference materials as required.
- **Oversees** work assignments of others (e.g. student workers, volunteers, etc.) for the purpose of providing orientation to their job assignments.
- **Prepares** written materials (e.g. enrollment records, memos, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- **Processes** student documents and materials (e.g. student enrollments, grades, new student packets, work permits, etc.) for the purpose of disseminating information to appropriate parties for their action and maintaining accurate records.
- **Responds** to inquiries of students, parents, staff, etc. for the purpose of providing information and/or direction as may be required.
- **Schedules** events (e.g. parent and enrollment conferences, meetings, etc.) for the purpose of meeting time schedules and creating an orderly process.
- **Translates** verbal and written information for the purpose of ensuring that communication is understood.

#### Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- **Controls** Counseling Office inventory and supplies (e.g. office supplies, assorted forms, etc.) for the purpose of maintaining required inventory and distributing as requested.

#### Job Requirements - Qualifications:

- **Experience:** Prior job-related experience.
- **Skills, Knowledge and/or Abilities Required:**
  - Skills** to use standard office equipment including computers and software applications appropriate to assignment; to apply personnel policies and procedures; basic statistical record keeping; records maintenance; relevant federal, state and district policies; basic problem solving techniques; communicate effectively in secondary language in both written and verbal form; rules of grammar, punctuation and spelling; use English in both written and verbal form.
  - Knowledge** to perform basic math including fractions, percents, and ratios; to read procedures, write complex sentences and speak distinctly; to apply common sense understanding of detailed multi-step instructions.
  - Abilities** for dealing with people beyond receiving work and instructions; making judgments and decisions; performing a variety of duties involving frequent changes of tasks, aptitudes, techniques, procedures, etc. Significant physical abilities include sitting for prolonged periods reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.
- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, Tuberculosis Screening. Job-related language proficiency test.
- **Other:** Valid driver's license (may be required by position). Job-related proficiency test (may be required by position)

**SUMMARY OF PHYSICAL DEMANDS RATINGS**

**JOB TITLE: Student Records Clerk**

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

- NP = Not Present - Does not exist
- S = Seldom - Under 5% of Time
- O = Occasionally - Up to 1/3 Time
- F = Frequently - From 1/3 to 2/3 Time
- C = Constantly - 2/3 or More Time

1. STRENGTH:

- A. Standing 25%
- Walking 25%
- Sitting 50%
  
- B. Lifting O 25 lbs.
- Carrying O 25 lbs.
- Pushing O 10 lbs.
- Pulling O 10 lbs.

- 2. CLIMBING S
- BALANCING S

- 3. STOOPING O
- KNEELING O
- CROUCHING O
- CRAWLING NP

- 4. REACHING C
- HANDLING C
- FINGERING C
- FEELING NP

- 5. TALKING:
- Ordinary C
- Other NP
- HEARING:
- Conversations C
- Other Sounds F

- 6. SEEING
- Acuity, Near C
- Acuity, Far F
- Depth Perception O
- Accommodation C
- Color Vision S
- Field of Vision F

7. PHYSICAL DEMANDS RATING SUMMARY: Light Work: 2 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of reaching/handling/fingering are reports, telephone, computer keyboard, files; talking/hearing are conversations with students, school personnel, general public in person and via telephone; seeing are computer screen, bulletin board, reviewing reports and records.

**SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS**

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The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Rating Symbol Key:

- NP = Not Present - Does not exist
- S = Seldom - Under 5% of Work Day
- O = Occasionally - Up to 1/3 Time
- F = Frequently - From 1/3 to 2/3 Time
- C = Constantly - 2/3 or More Time

1. ENVIRONMENT:  
Inside 95% Outside 5%
2. EXTREME COLD NP
3. EXTREME HEAT NP
4. WET/HUMID NP
5. NOISE (IN DECIBELS) 80 decibels  
VIBRATION NP
6. HAZARDS:
  - Mechanical F
  - Explosives NP
  - Electrical S
  - Radiant Energy NP
  - Burns S
  - Other Hazard/s S
7. ATMOSPHERIC CONDITIONS:
  - Fumes S
  - Mists NP
  - Odors S
  - Gases NP
  - Dusts S
  - Poor Ventilation NP
  - Other Atmospheric Hazards NP
8. PROTECTIVE CLOTHING - DEVICES:
9. E. C. SUMMARY: Inside and Outside Work 2 3 4 5 6 7 Numbers encircled by ( ) indicate significant involvement of factors enumerated and rated above.
10. SUMMARY ENVIRONMENTAL COMMENTS: Exposures are generally limited to school site/office hazards/conditions such as student disturbances, bites, contagious diseases, paper dust and cuts, staples, and office machines (e.g. copier, etc.).