

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: STUDENT SERVICES CLERK

DEPARTMENT: STUDENT SERVICES

REPORTS TO: ADMINISTRATIVE ASSISTANT/ RBHS OFFICE MANAGER

DEFINITION:

Under general supervision, performs a variety of clerical and school statistical record keeping, work involving contact with students, parents, and teachers in student services; to do related work as required.

EXAMPLES OF DUTIES:

Performs a wide variety of clerical duties. Essential duties and responsibilities include the following:

Performs a variety of responsible clerical duties involving frequent contact with students, staff and general public.

- Operates standard office machines, including computer operating systems and programs.
- Answers telephone, take messages and/or refer callers to appropriate sources.
- May provide work directions to students
- Counter work, which includes issuing off campus permits, bus notes and readmits students.
- Maintain confidentiality of information processed or received during the course of performing assigned duties.
- May require translator and interpreter skills.
- Fax messages for staff and distributes incoming faxes.
- Updates and maintains, on a daily basis, student attendance
- Telephone parents on a daily basis
- Performs related duties as required
- Compiles required school reports

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- Modern office practices and procedures, including filing methods and office machine operations, including computer technology.
- Basic math skills
- District policies and procedures related to student registration, admissions, and records maintenance
- Receptionist and telephone techniques

ABILITY TO:

- Use English properly, including spelling, punctuation, grammar
- Follow oral and written directions

- Supervise, train and work with students
- Work and maintain integrity of confidential materials
- Perform job assignments with numerous interruptions
- Work independently in the absence of supervision
- Work effectively with public in person and over the telephone
- Organize work and meet deadlines
- May require the ability to have an accurate keyboarding rate of 40 words per minute
- Establish and maintain cooperative working relationships

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Requires the mobility to stand, stoop, reach and bend
- Perform lifting, pushing and/or pulling of objects which do not exceed 50 pounds.

ENVIRONMENT:

- Indoor environment/temperature – normal climate
- Continuous interaction with students, public and staff
- Noise level in the work environment is usually moderate

EXPERIENCE AND EDUCATION:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- Experience working with and on the behalf of students.
- Two years of responsible secretarial experience, preferably in an educational organization.

EDUCATION:

- Equivalent to completion of high school, supplemented by coursework or training in clerical areas.

LICENSE REQUIREMENT:

- May require a keyboarding certificate (40 WPM) depending on assignment.