

## **STUDENTS' RECORDS ASSISTANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is complex clerical work requiring a high degree of accuracy and attention to detail as well as typing skill. Responsibilities include maintaining a variety of student records, developing student schedules and coordinating student records and scheduling among various departments. The work involves substantial contact with administrators, teachers, counselors, students and personnel from outside agencies. Duties are performed under the general supervision of the guidance department head or a school administrator, with considerable leeway allowed for the use of independent judgment. Supervision may be exercised over clerical employees.

### **TYPICAL WORK ACTIVITIES:**

1. Compiles, types and maintains a variety of records including class lists, schedules and lists of categories of students;
2. Coordinates students' records among various school district departments and offices;
3. Develops and types students' schedules based on information received from guidance counselors in accordance with contractual guidelines on class size and teacher load;
4. Within the limits of contractual provisions on class size and teacher load, makes authorized scheduling changes as necessary; notifying those concerned;
5. Informs staff of grade reporting procedures and assists with report card verification and mailing;
6. Issues, collects and processes necessary forms on new students;
7. Compiles data on standardized test results, informing administrators and guidance personnel of pertinent findings;
8. May act as liaison between administrators and computer center personnel regarding student records;
9. May collect and record fees for special programs;
10. May operate a computer terminal or personal computer with word processing features;
11. May transcribe from a dictaphone and/or longhand copy;
12. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office procedures, terminology and equipment; thorough knowledge of business English and arithmetic; good knowledge of supervising principles and techniques; ability to type at not less than 35 words per minute; ability to learn to operate a computer terminal or personal computer with word processing features; ability to communicate effectively both orally and in writing; ability to understand and carry out complex oral and written directions; ability to deal effectively with others; accuracy; resourcefulness; initiative; physical condition commensurate with the demands of the position.

**STUDENTS' RECORDS ASSISTANT** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:       (A)     Graduation from an approved two-year secretarial or business school and one (1) year of clerical work experience;
- OR:            (B)     Three (3) years of clerical work experience;
- OR:            (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENT:**

Candidates must indicate ability to type, i.e. courses in typing or typing work experience.

AR0324

ADOPTED:    12/10/81

REVISED:    06/02/86

              06/15/87

              08/19/87

              01/31/91