

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

STUDENT SERVICES CLERK

EDUCATION & EXPERIENCE:

Possess a high school diploma or equivalent. Two years of work experience in data entry or office related clerical duties. General office training or business/computer skills/courses.

KNOWLEDGE, SKILLS, & ABILITIES:

Basic typing/word processing skills. Basic computer skills. Ability to carry out oral and written directions; make routine decisions; communicate effectively; establish and maintain cooperative working relationships; and be flexible and receptive to change.

SUMMARY OF POSITION:

Under the direction of an assigned supervisor, perform a variety of clerical duties involving providing customer service, word processing, filing, data entry and record maintenance, and report design/distribution of confidential information in support of a school or District function with only occasional instructions or assistance; operate standard office machines and computers.

ESSENTIAL FUNCTIONS:

1. Greet the public and visitors; answers telephone calls; receives and relays messages; responds to requests for information and assistance as appropriate; type letters independently; sort, distribute, and mail letters; and prepare materials and reports as needed.
2. Distribute forms and provide information and assistance to parents, the public, schools, and staff regarding enrollment in an accurate and timely manner.
3. Assist in the preparation for enrollment by preparing forms, packets, and completing related processes as assigned.
4. Enroll students; transfer students from site to site in the district's student data system.
5. Maintain student enrollment forms and participate in revising/updating forms/policies.
6. Prepare daily reports including total site counts and student status (enter data, print, and send to assigned personnel).

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7. Collect and routinely request current information pertaining to enrollment from school sites, as well as prepares copies to distribute.
8. Assist sites as necessary, related to student enrollment and attendance.
9. Schedule appointments (enrollment, initial CELDT testing). Maintain student records and prepares notices, documents, and reports.
10. Assists with specific reports related to Student Services: attendance, foster youth, homeless, etc.
11. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material, and maintain strict confidentiality on job related matters.
12. Assist with Inter-district and Intra-district requests: verifications, reports, data entry, etc.
13. Assist in logging suspensions/expulsions for each school site.
14. Obtains 'Daily Counts' of students at each school site.
15. Sort, file, and organize confidential student information as directed.
16. Request and forward various parts of student files to school sites, i.e., cumulative records, special education, health, and English learner files, etc.
17. Performs other duties as assigned by supervisor or designee as related to job description and classification.

WORKING CONDITIONS:

Employees Environment: Office environment with direct contact with district staff, and the public; subject to many demands on time and constant interruptions.

Physical abilities: Hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels, on the telephone and to exchange information; seeing to read a variety of materials; dexterity of hands and fingers to enter data using a computer keyboard; stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Row 8
\$13.24 - \$17.60/Hour
204 Work Days/10.5 Months
8hrs per day, 5 days a week
Job Description – Student Services Clerk
Approved – March 12, 2015