

CLERK IV

Definition

With supervision:

Perform varied and increasingly responsible clerical work

Do related work as required

Clerk IV's may be assigned to work with student and/or other confidential records, perform registrar duties, and be responsible for general office duties

Examples of Duties

Oversee student records in a confidential manner, request and send student records and transcripts, interpret and enter pupil records into computer, maintain accounts of outstanding charges for students who have dropped, process grade changes and test scores, check student records for eligibility for sports

Operate a variety of office equipment

Miscellaneous typing and data entry

Communicate with alternative school regarding transfers and part time students

Communicate with staff, as necessary, to process student records

Desirable Qualifications

Education and Experience:

A high school diploma

A minimum of two years of general clerical experience

Experience working with young people

Knowledge of:

English usage, spelling, grammar and punctuation

Current office equipment and procedures

Laws relating to student records

Basic clerical and organizational skills

District Disaster Preparedness Plans

Ability to:

Perform clerical work of above average difficulty with speed and accuracy

Establish and maintain cooperative relationships with those contacted in the course of work

Operate computer using current software

Type at a reasonable rate with speed and accuracy

Provide information in a confidential manner

Communicate well verbally and in writing; understand and carry out verbal and written instructions

Simultaneously handle multiple ongoing projects or processes

Analyze situations and adopt a course of action; solve many problems independently without supervision

Be flexible

Approved Board of Trustees: December 12, 1995
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