

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE:       STUDENT RECORDS CLERK

**BASIC FUNCTION:**

Under the direction of the Principal or designee, control and maintain the permanent cumulative records and high school transcripts of former students of the high school and transcripts for current students.

**REPRESENTATIVE DUTIES:**

1. Maintain cumulative records of former students of the high school, including transcripts, immunization records and elementary school card.
2. Maintain current students' records; record grade changes and update and verify information to maintain accuracy of current information.
3. Analyze and process requests for records according to District procedures; obtain appropriate authorization to release confidential information; forward requested records according to established methods.
4. Receive and evaluate incoming cumulative records from students transferring from other schools; inspect records for completeness; request incomplete or missing information from schools as necessary; process according to established procedures.
5. Prepare cross reference cards as necessary to assure retrieval of files.
6. Process requests for high school transcripts according to approved procedures.
7. Operate microfiche reader/printer to produce copies of transcripts as requested; operate a variety of office equipment including computer, typewriter and duplicating machines.
8. Maintain a variety of other reports, records and files; assure quality of microfiche records.
9. Order and maintain required forms and supplies for microfiche reader/printer, and duplicating machines; assist staff members with duplicating machines and maintain toner and dispersant levels; order repairs and service as needed; prepare and type billing for department use of copy machines.
10. Maintain a current list of student locker numbers and combinations; issue lockers to students; assist students with locker problems and lost or forgotten combinations.
11. Maintain confidentiality of records and information.
12. Perform other related duties as assigned.

**KNOWLEDGES AND ABILITIES:**

**KNOWLEDGE OF:**

Techniques, methods and importance of accurate record-keeping procedures  
Modern office practices, procedures and equipment  
Transcript evaluation techniques  
Telephone techniques and etiquette  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Oral and written communications skills

Interpersonal relations skills using tact, patience and courtesy

**ABILITY TO:**

Compile, maintain and submit accurate and complete records and reports, inventories  
alpha/numeric, subject, index and cross reference files  
Perform responsible and difficult clerical work with speed and accuracy  
Learn to operate a microfiche reader and printer  
Prioritize work effectively  
Evaluate transcripts  
Obtain information from clearly indicated sources  
Work confidentially with discretion  
Analyze problems accurately and adopt an effective course of action  
Issue lockers and maintain relevant files  
Make arithmetic calculations with speed and accuracy  
Understand and follow oral and written directions  
Communicate effectively both orally and in writing  
Type at 45 words per minute net from clear copy or rough draft  
Operate a variety of office equipment and machines, including a computer  
Perform minor maintenance on duplicating machine  
Establish and maintain effective working relationships with others

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of experience in a student services function involving student records.

**WORKING CONDITIONS:**

High School office environment; subject to noise from duplicating equipment up to 85 dBa; occasionally walk, sit, kneel, squat, crawl, stoop, and bend; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone, requiring clear speaking and ability to hear normal voice conversation; lift, carry, push or pull up to 25 lbs.; direct contact with students and parents; work independently.

**SALARY RANGE:** 58

**ADOPTED BY PERSONNEL COMMISSION:** February 13, 2002  
**ADOPTED BY BOARD OF EDUCATION:** February 25, 2002