

SAN JUAN UNIFIED SCHOOL DISTRICT  
CLASSIFIED PERSONNEL

CLASS TITLE: Middle School Records & Reports Clerk  
Senior Records & Reports Clerk

CLASS CODE: 531  
CLASS CODE: 529

CHARACTERISTICS OF THE CLASS:

Under direction, both classifications have overall responsibility for a major function at a district high school, middle school or adult education program such as attendance accounting enrollment and registration of students, transcripts and permanent records; performs a wide variety of responsible clerical and typing tasks in a school setting; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Middle School Records & Reports Clerks are assigned only to middle schools. Generally only one middle school record & report clerk is assigned to each middle school. Both the attendance and enrollment functions are performed by the one individual with assistance from other school clerical staff if necessary.

Senior Records & Report Clerks are assigned only to high schools and adult education. Generally two senior records & reports clerks are assigned to each high school (as a result of the higher enrollments). The attendance and enrollment functions are shared by the two individuals.

Positions in both classifications function with a high degree of independence and have responsibility for an office engaged in a specialized function at a district high school, middle school or adult education program. Tasks performed are usually related only to the specialized function to which assigned. Incumbents may direct the work of other clerical personnel as well as students. There is a large volume of student and public contact related to assigned responsibilities.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Greets parents, students and office visitors; provides information over the counter and by telephone on school procedures, policies and activities; collects and posts attendance and/or enters information on data entry terminal; compiles daily absence lists and prepares periodic attendance summaries; issues admittance slips to students and verifies absences through telephone contacts with parents or written excuses; refers students who are excessively absent to appropriate staff; compiles and prepares a variety of records and reports on enrollment, class loads, suspensions, lunch/work permits, transfers, male/female ratios, ethnic data; updates validity and alpha lists, census cards, student schedules and other records; enrolls, transfers and withdraws students; requests, maintains and transmits permanent

student records; forwards transcripts to colleges as requested; computes grade point averages and class rankings; collects and compiles data required for computerized registration, report cards and census tracking system; distributes student schedules and report cards; posts competency and other test scores to permanent records; issues lockers; collects a variety of fines and fees; sorts and distributes mail; requisitions, stores, and distribute supplies; takes messages for teachers and administrators; schedules or calendars school events; types correspondence, calendars, bulletins, schedules, grades, transcripts, lists, reports, diplomas and other materials; maintains a system of permanent files and records; operates typewriter, calculator, intercom, and duplicating equipment; may be required to perform work on the latest office machines, including, but not limited to: word processing equipment, on-line computer terminals, printers, scanners and related equipment; may direct the work of students or other clerical personnel.

## QUALIFICATIONS

Education and Experience: Increasingly responsible clerical experience involving public contact.

### Knowledge and Abilities

Knowledge of office practices, procedures and telephone techniques;  
Knowledge of English usage, spelling, grammar, punctuation and composition; Knowledge of basic mathematical concepts including fractions;  
Knowledge of general filing and record keeping systems;  
Ability to make arithmetic calculations quickly and accurately;  
Ability to learn, interpret and apply policies and procedures related to assigned function;  
Ability to communicate effectively with administrators, staff, parents and students in situations requiring tact and diplomacy;  
Ability to give verbal directions clearly and concisely, explain policies and programs; Ability to follow verbal and written instructions with minimum of direction;  
Ability to type at a speed of not less than 50 wpm.

### Physical Characteristics:

With or without the use of aids: Sufficient vision to see small print; sufficient hearing to hear normal and telephone conversation; sufficient dexterity to write, operate telephone, typewriter and business machines.

Board Approved: 10/27/81  
Revised: 2/ 10/87  
Revised: 5/25/93  
Revised: 4/27/99 (added Adult Education Program)