



Job Description

POSITION TITLE:	Student Services Clerk	#2126
	County Operated Schools and Programs (COSP)	
SALARY PLACEMENT:	Classified Salary Schedule	
	Range 25	

SUMMARY OF POSITION:

Under the direction of the Director of Student Services, assist in the attendance and enrollments for County Operated Schools and Programs (COSP); and in all aspects of student services.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a high school diploma or equivalent. General office training or business/computer skills/courses. One year of varied and progressively responsible experience involving student services and/or clerical experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Experience using a computerized student information system. Basic knowledge of attendance laws, school enrollment, and guidelines. One year of work experience in school-related clerical duties. Experience working in a school district or county office of education, working directly with students in some type of student services function.

SKILLS AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- carry out oral and written directions
- make routine decisions
- communicate effectively
- be flexible and receptive to change
- establish and maintain cooperative working relationships

Possess:

- basic typing/word processing skills
- basic computer skills

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assist with attendance and enrollments for County Operated Schools and Programs.
2. Assist in maintaining active and inactive student files.
3. Answer telephone calls; greet visitors; receive and relay messages; and respond to requests for information and assistance as appropriate.
4. Schedule appointments; type letters and notices; and prepare materials and reports as needed.
5. Maintain student records and prepare notices and documents.

6. Type and prepares correspondence independently.
7. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material; and maintain strict confidentiality on job related matters.
8. Assist in all aspects of student services for County Operated Schools and Programs.
9. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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