

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 all permanent cumulative records and high school transcripts of former students. Maintains the transcripts for current students.

REPRESENTATIVE DUTIES:

1. Maintain cumulative records of former students of the high school, including transcripts, immunization records and the permanent pupil record.
2. Maintain current students' transcripts; record grade changes and update and verify information to maintain accuracy of 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. Prepare location guide and provide access to assure retrieval of files.
5. Process requests for high school transcripts according to approved procedures.
6. Maintain a variety of other reports, records and files; assure quality of records.
7. Order and maintain required supplies for and copy machines; assist staff members with copy machines and maintain toner; order repairs and service as needed;
8. Maintain confidentiality of records and information.
9. Perform other job-related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Transcript evaluation techniques

Technical applications relevant to school office management, including student information systems and digital communication tools

Professional telephone techniques, including proper etiquette and customer service strategies

Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools (e.g., Google Workspace, Microsoft Office, Informed K12)

Record-keeping, document management, and data entry techniques, including digital filing and compliance with privacy regulations (e.g., FERPA)
School office terminology, practices, and procedures, including familiarity with student enrollment, attendance, and scheduling systems
Health and safety regulations relevant to school environments, including emergency protocols and first aid practices
Correct English usage, including grammar, spelling, punctuation, and professional written communication
District and school organizational structure, operations, policies, and procedures, with the ability to navigate internal systems effectively
Applicable sections of the State Education Code, district policies, and other legal regulations governing school operations
Interpersonal skills using tact, patience, and courtesy when dealing with students, staff, parents, and community members

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 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 copy machine
Establish and maintain effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High School Diploma, GED, or Certificate of Completion and two years of experience in a student services function involving student records.

WORKING CONDITIONS:

High School office environment;; 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 35 lbs.; direct contact with students and parents; work independently.

SALARY RANGE: 58

ADOPTED BY PERSONNEL COMMISSION: November 6, 2024
ADOPTED BY BOARD OF EDUCATION: November 19, 2024