

CLASSIFIED JOB DESCRIPTION

STUDENT PLACEMENT TECHNICIAN

JOB SUMMARY:

Under general supervision, performs a wide variety of complex clerical work requiring specialized knowledge and the ability to provide explanations of Student Placement policies and procedures; and handles assigned and routine administrative details not requiring the immediate attention of the supervisor.

ESSENTIAL JOB FUNCTIONS:

- Enters data on students in the District.
- Converses with staff, public, and parents regarding District procedures related to student enrollment.
- Researches student cumulative records.
- Composes, types and distributes forms, memos, letter, and electronic messages independently.
- Communicates student placement information, and clarifies department procedures regarding student enrollment.
- Operates computer, fax machine, copier, and other office equipment.
- Establishes rapport with support system with staff, community, and parents.
- Maintains office files.
- Processes purchase orders, stock, and non-stock requisitions.
- Knowledge of word processing, Pentamation Financial System, GSMS, and Excel.
- Records statistical data in relation to students and programs.
- Maintains monthly residential developer's report/data.
- Processes CSIS number identification.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of recent successful full-time secretarial experience involving typing and database entry.
- Ability to plan and conduct clerical operations involving transactions requiring accountability and accurate controls; type at a speed of 50 net words per minute; cooperate with those contacted in the course of work; maintain effective working relationships; and communicate and interact effectively and professionally under pressure.
- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence, filing, and general office equipment operation; and correct English usage, spelling, and punctuation.
- High school diploma or GED required. Preferably including or supplemented by courses in typing and office procedures.

TITLE
Page 2

Classified Salary Schedule: Range 29
BOARD APPROVED: 6/1/04
REVISION DATES: 7/17/23
08/09/2023