

ORANGE UNIFIED SCHOOL DISTRICT

SENIOR STAFF/SCHOOL CLERK

DEFINITION

Under general direction, organizes, posts, and maintains complex department/school records accurately, and prepares regular reports; handles a heavy volume of public/student traffic; initiates telephone calls, composes correspondence, and answers questions related to records and assignment; trains and supervises student workers; learns and applies specialized and technical procedures; and performs related duties and responsibilities as required or assigned.

DISTINGUISHED CHARACTERISTICS

Position in this class report to a Dean, Counselor, Assistant Principal, or District Administrator, work closely with other high school, middle school or District office staff, and may be primarily responsible for a key set of records, data, and information, which must be maintained following legal and policy procedures – largely on their own responsibility as to accuracy and correctness. Other responsibilities include coordination of other regular employees on a part-time basis, supervision of student workers and regular communications with students, other professional and office staff, parents, and the public. Positions work under peaks of pressure and interruption, and their responsibilities are for the continuing activity assigned, including accurate reports prepared on schedule.

REPRESENTATIVE DUTIES

- Learns and applies specialized procedures involving Education code and State laws, and District and school policies.
- Handles peak rushes and regular student traffic related to basic assignment.
- Maintains specialized records with detailed accuracy on own responsibility.
- Participates in other functions and activities, such as registration, related to school schedule.
- Works closely with data processing unit.
- Supervises student helpers.
- Attendance Records: Organizes, maintains and supervises high school attendance accounting; posts absences and prepares absence lists daily; checks parent notes, writes and signs admit slips, and make telephone calls to parents on absentees and absence problems; prepares referrals and reports on specialized absence problems to school administrators and teachers; prepares final and accurate reports to District on school attendance.
- Student Records: Evaluates student transcripts and records; types new cards for entering freshmen; sends for cumulative records for new students; maintains all student cumulative records and folders, recording grades, test scores, and related data and information with detailed accuracy; mails out cumulative folders on transferring students; maintains student program cards; checks specialized student information; types grade point averages and ranks seniors, calculating GPA's as required.
- Data Input/Retrieval: Sets up, checks, and maintains data, and operates computer for data input, on a regular and continuing basis, with full responsibility for accuracy; data includes attendance, students records, program

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schedules, lists and similar department/school information, as well as District personnel, purchasing, and similar information; retrieves information; checks printouts; learns and applies principles and procedures of computer operation.

- Specialized/Combination Positions: Organizes and maintains various attendance, student and school records at continuation and special schools; operates standard office, duplications, and a variety of specialized media equipment; works closely with specialized County offices, such as Probation; coordinates and circulates audio-visual equipment; supervises and organizes and maintains textbooks as a combination responsibility.

KNOWLEDGE OF:

- English, grammar, spelling and arithmetic.
- Letter writing and composition.
- Modern record-keeping, record checking, and filing systems.
- Modern office methods, procedures, terms, and equipment.
- Good vocabulary.
- Principles of staff and public relations.
- Familiarity with school organization and objectives.
- English-Spanish bilingual skills, desirable for some assignments.
- Safe working methods and procedures.

ABILITY TO:

- Read, understand, explain, and apply technical school policies and materials which have legal implications.
- Operate standard office equipment.
- Follow oral and written instructions.
- Establish and maintain effective relationships with students, other District employees, other professional agencies and the public.
- Understand and implement District, school and/or program policies.
- Post and maintain records accurately on own responsibility.
- Compose letters.
- Compile statistical and narrative reports.
- Make and handle effective student contacts and parents, or other calls.
- Learn new or changing procedures rapidly.
- Type at 40 words per minute.

EDUCATION AND EXPERIENCE:

Equivalent to: Graduation from high school, including or supplemented by training in typing and office practices; and four years of responsible office experience, including responsibilities for accurate record-keeping. Equivalencies: Additional college level training or experience may substitute for the other on a year-for-year basis to a maximum of two years.

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ENVIRONMENT:

Incumbents may be required to work at a video display terminal.

PHYSICAL DEMANDS

Light work: Positions in this class perform work which is primarily sedentary. Some lifting of objects weighing up to 25 pounds is characteristic of some positions in this class.

Mobility: Positions in this class require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Some positions may require lower body mobility to stand, bend, reach and stoop.

Vision: Positions in this class require vision (which may be corrected) to read small print.