



## 1111 OPPORTUNITY CENTER RECORDS CLERK

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### **Classification Summary**

Performs a variety of complex and diverse clerical and student records maintenance work requiring independent judgment, knowledge of student records requirements, and other school based records of a specialized nature. Compile data and assimilate information for reporting purposes.

### **Required Knowledge, Skills and Abilities**

1. Demonstrated competence in typing, data entry and use of current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
2. Knowledge of, or ability to learn in a short period of time, district policies and procedures pertaining to student transfers and residence requirements.
3. Ability to post data and student information in a timely and accurate manner.
4. Interpersonal skills and ability to work cooperatively and harmoniously with other staff, administrators, parents, and students.
5. Knowledge of policies and regulations applicable to student records, and ability to maintain confidentiality of student information
6. Ability to communicate effectively, both orally and in writing.
7. Knowledge of modern office management practices, techniques and systems, including office automation and records retention.
8. Ability to assimilate data and assist in the development of reports and information.

### **Minimum Qualifications for Class Entry**

1. High school diploma or equivalent.
2. At least two years of secretarial or clerical experience which included data entry.

### **Work Environment**

Works in a school office setting.