



1112 RECORDS & SCHEDULING ASSISTANT

Classification Summary

1. Performs a variety of complex and diverse clerical work requiring independent judgment and a thorough knowledge of modern office and clerical procedures and practices. Activities are typically oriented to the specialized nature of the office or function to which assigned.
2. Coordinates and prepares complex reports, maintains records requiring compilation and classification of varied information, performs complicated reconciliations, and maintains control functions where legal time limits and procedural requirements are critical.

Distinguishing Characteristics

Distinguished from other secretarial and clerical classes by the primary focus of the position on the maintenance of confidential student academic, assessment, or placement records. Excludes clerks in specialized fields such as finance and health services.

Supervisory Relationships

1. Works under the direct supervision of a school administrator.
2. May assign and review work of other lower classified clerical employees and (0-30) work study student assistants, parent volunteers, and office assistants. Although the position may lead other clerical workers, the position holds no direct accountability for employee performance appraisal, evaluation, hire or termination.

Examples of Duties

1. Independent compilation of information and records pertaining to departmental needs; may involve notification of staff when certifications, licenses or other documents are invalid or about to expire; or, may involve documentation of student activity and notification of parent/teacher.
2. Maintain knowledge of federal, state and district laws and codes regarding area of assignment such as enrollment, scholarships, guardianship and tuition waivers.
3. Complete reports for state and district personnel. maintain accurate, up-to-date records and supply administrators with correct information when necessary.
4. Compose memos and correspondence; distribute as necessary to subordinates, teachers, students and parents.
5. Process student enrollment through withdrawal records; evaluate transcripts and other documents; maintain student and teacher files, log books, ledgers, and records.
6. Use computer for data entry and assembly; retrieve documents for department use when requested. This function may involve student registration, scheduling, or performance.
7. Order departmental supplies and maintain inventory.
8. May receive, sort and distribute in-district and U.S. mail.
9. May set and enter master schedule on the computer.
10. May act as telephone and personal receptionist; screen and answer inquiries from other departments and public; relay messages.
11. Maintains regular and prompt attendance.
12. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to post data and make rapid and accurate mathematical calculations necessary in detailed record keeping.

2. Demonstrated competence in typing, data entry and use of standard office machines.
3. Highly developed written and verbal communication skills.
4. Ability to establish and maintain effective working relationships.
5. Ability to work independently. Respect for confidentiality.

Minimum Qualifications for Class Entry

3. High school diploma or equivalent.
4. Previous training in secretarial, clerical and bookkeeping practices and procedures. Two years secretarial or clerical work including experience in data processing or EDP terminal operation.

Work Environment

Works in a school office setting.