

CAMPBELL COUNTY SCHOOLS

Classified Job Description

TITLE: RECORDS CLERK

QUALIFICATIONS:

1. Any combination equivalent to: high school diploma, GED Certificate or demonstrated progress toward obtaining a GED as require by Kentucky law and two years of increasingly responsible and varied secretarial and clerical experience.
2. Knowledge of office practices, procedures, and equipment.
3. Communicate effectively in oral and written communication; along with correct usage of grammar, spelling, punctuation, and vocabulary.
4. Interpersonal skills using tact, patience, and courtesy.
5. Understand and interpret rules and written directions and apply to specific situations.
6. Typing speed of 40 wpm.
7. Ability to establish and maintain effective working relationships with others.
8. Ability to work confidentially with discretion.

REPORTS TO: Assistant Superintendent for Student Services

JOB GOAL: Perform a variety of responsible secretarial and clerical duties to assist a designated supervisor.

RESPONSIBILITIES:

1. Perform a variety of secretarial and clerical duties to assist a designated supervisor with routine administrative details and general clerical tasks; type, file, and transcribe or compose letters independently, memoranda, documents, correspondence, and bulletins as directed.
2. Learn, interpret, apply, and understand District policies, rules, and objectives of programs.
3. Perform duties effectively with many demands on time and constant interruptions.
4. Assist with office activities and communications related to assigned school or program activities; assure the compliance with District policies and time lines; take and relay messages and information.
5. Type and prepare a variety of reports; maintain a variety of program, District, State records as required; requisition supplies, forms, and maintenance work as needed, following established procedures.
6. Schedule appointments and meetings with students, parents, teachers, and the general public.
7. Request records for new students and distribute records to appropriate school.

Psychologist Support Record Keeper – Continued

8. Perform research, computer and compile information and prepare statistical reports.
9. Prepare and maintain records, reports, files, and lists related to students, and student records as required.
10. Type from rough drafts or verbal instructions as variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports, and statistical data; proofread and edit materials.
11. Provide information over the phone or in personal contacts with parents, students, or school personnel as appropriate, route calls to appropriate personnel as necessary.
12. Operate a variety of office machines, including a computer, typewriter, copiers, and calculators.
13. Perform related duties as assigned.

TERMS OF EMPLOYMENT:

8 hours per day, 220 days per year.

Work schedule to be established. (See Board approved scheduling.)

Salary as established by the Board of Education.

Created: