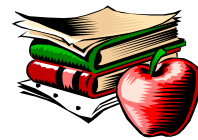




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT

426 North Blackstone, Tulare, CA 93274



Migrant Records Clerk

Revised 7/11

DEFINITION

Under the direction of the State and Federal Projects Director, the records clerk maintains records, receives and inputs student records into a computer, and provides backup assistance to office staff; other related duties as required that are in compliance with State mandated issues.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- File information with the use of a computer; process and maintain health referrals and COE's for all migrant students in the District. E
- Operate a centralized system to include the input of records received for statistical purposes. E
- Attend various meetings. E
- Type letters, circulars, reports, and other forms of communication requiring the use of independent judgment. E
- Receive job source documents from migrant program Computer Programmer and enter data as instructed. E
- Maintain files and communicate with Program Coordinator on these and other activities regarding data entry operation. E
- Provide information and make appointments for migrant parents and staff. E
- Maintain and update migrant student records and lists and distributes this information to program coordinator and other appropriate personnel. E
- Send written and oral recorded notices to parents; maintains a clean, neat appearance and wears clothing appropriate to the job task. E
- Uses own vehicle with reimbursement when required. E
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

One year of general clerical experience

Experience working with Migrant youth desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Bilingual English/Spanish

Valid California Driver's License

KNOWLEDGE AND ABILITIES

Knowledge of

- Standard office methods of filing and procedures.
- Office mathematics and related calculations; common office machines including computer knowledge.
- Telephone procedures and techniques.
- Bilingual skills (English/Spanish).

- Correct English usage grammar, spelling, and punctuation for office communications.
- Computer entry, storage, and retrieval functions.
- Employer's policies and procedures for receiving, completing, and filing documents in compliance with local, state, and federal regulations.
- Record keeping techniques.

Ability to

1. Type 50 words per minute with speed and accuracy.
2. Understand and follow oral and written directions.
3. Meet visitors and the public, co-workers and other District employees tactfully and courteously.
4. Operate computer and printer; perform clerical work.
5. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
6. Make mathematical calculations with speed and accuracy.
7. Compile and maintain accurate and complete records and reports.
8. Organize a task and carry it to completion with efficient use of time.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment subject to frequent interruptions.
- May require driving a vehicle to conduct work.

Physical Demands

- Dexterity of hands and fingers to operate a variety of standard office equipment and drive.
- Reaching overhead, above the shoulders, and horizontally to file and reach for documents.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Pushing, moving, and lifting objects with a strength factor of light work.