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## **COUNSELING CLERK**

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### **JOB SUMMARY**

Under direction of the Principal, and supervision of the Counselors, perform a variety of highly specialized and complex clerical work involving the automated schedules and records of Middle/Junior High School students.

### **TYPICAL DUTIES**

Independently input, maintain and update multiple track and class scheduling of all students accommodating the specific needs of students and school resources to avoid scheduling conflicts; input and update all student census information into the county Student Information System Program; register and schedule new students; assist staff members with year-end requirements. Accommodate schedule changes throughout the school year, keeping class loads balanced; prepare referrals and student profiles for Student Study Team; prepare agenda, take and transcribe Student Study Team notes for distribution to staff members. Assist counselors with orientation program for feeder schools and high schools. Prepare course description booklets; coordinate test material. Verify class lists, obscan sheets, grade GPA adjustments and GPA for reward activities reporting periods and distribution of report cards. Maintain computerized records, files and data bases; develop forms for special purposes; prepare correspondence and memos; arrange appointments and answer telephone; train and provide work direction to student aides; may be required to administer first aid/CPR; perform other related duties as assigned

### **JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and three years of clerical experience involving computers and public contact, including two years in a school office, involving scheduling, is preferred. Possession of a certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association must be obtained during the probationary period. Maintain up-to-date certificate in CPR.

### **Knowledge of:**

School office methods, procedures, practices and equipment; operation of office equipment including typewriter, copier, computer terminal and/or microcomputer and related software for data bases, spreadsheets and word processing; master schedule and scheduling procedures; school plans and site conditions; County Student Information System; correct English usage, spelling, punctuation, grammar and vocabulary; statistical and confidential record keeping; interpersonal skills including tact, courtesy and patience; oral and written communication skills; legal requirements and regulations pertaining to student records; basic math; basic research procedures; training and providing work direction.

### **Ability to:**

Perform a wide variety of highly specialized technical clerical tasks using computer terminals, microcomputers and printers in support of the Student Information System and Master schedule; use good judgment in decisions; organize and perform work efficiently to meet established time lines; assure the timely and accurate processing

and maintenance of computerized student records and data; operate a computer terminal to enter, update, and maintain information; interpret, apply and explain rules, regulations and requirements; communicate

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effectively orally and in writing; analyze situations accurately and adopt an effective course of action; work effectively and efficiently with constant interruptions; maintain confidentiality of information; maintain files and prepare reports; type at a corrected speed of 45 wpm words per minute; work effectively without immediate supervision; operate a variety of office machines and equipment such as typewriter, calculator, computer/microcomputer and related software.

### **LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

### **PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 5 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.