



Date Adopted: 9/15/09

Range: Clerk I – 8  
Clerk II – 10

Classified: CSEA

## Job Description

## COUNSELING CLERK I AND II

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### **BASIC FUNCTION**

Under general supervision, perform a variety of technical and complex clerical tasks in a school counseling office; may also be required to assist in other clerical areas as directed by the site administrator

### **DISTINGUISHING CHARACTERISTICS**

Counseling Clerk I: Assigned to a junior high/middle school.

Counseling Clerk II: Assigned to a high school.

### **MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Perform complex and technical clerical work involving reviews and audits of a variety of materials requiring a familiarity with policies and regulations.
- Review, audit, and monitor the development of a variety of technical reports and statistical data (e.g.: grades, test scores, deficiency notices, etc.).
- Prepare and maintain a variety of records, reports and files (e.g.: GPA, awards night, class counts, articulation, etc.).
- Assist with student enrollment process.
- Set up articulation meetings and visitations to feeder schools.
- Locate and abstract data from a variety of information sources.
- Maintain scholarship recipient information and distribute matrix.
- Obtain homework assignments.
- Assist with student transfers, drops and expulsion paperwork.
- Develop forms to compile data and determine report formatting.
- Respond to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction.
- Schedule appointments.
- Independently, or in accordance with general instructions, compose correspondence concerning a wide range of subjects.
- Organize and coordinate the preparation of documents and records, which may include forms, bulletins, questionnaires, requisitions, and a variety of other material.
- Input and extract data from a manual or computerized information management, storage, and retrieval system.
- May assist in the orientation, training, and monitoring of students or other clerical personnel.
- May act as backup for other clerical support at the school site.
- Other related work as required.

**QUALIFICATIONS*****Knowledge of:***

1. Modern office practices, methods, and procedures.
2. Correct English usage, spelling, grammar, punctuation, and mathematical concepts.
3. Standard office machines and equipment, including computers and application software.
4. Operational procedures, policies, rules, and regulations specific to the assignment.

***Ability to:***

1. Perform complex and technical clerical work requiring accuracy and attention to detail.
2. Prepare clear and concise reports.
3. Work with discretion and in confidence with student information.
4. Accurately interpret legal mandates, District policies, rules, and regulations, and apply them to a variety of operational procedures.
5. Type or keyboard at a net corrected speed of 40 words per minute.
6. Effectively and efficiently operate a computer and application software.
7. Understand and carry out oral and written directions.
8. Communicate both orally and in writing in a clear and concise manner.
9. Apply policies and procedures related to the assigned duties and responsibilities of the position.
10. Establish and maintain cooperative and effective working relationships.

**EXPERIENCE**

Two years of secretarial and/or clerical experience is required. Experience in an educational organization is preferred.

**EDUCATION**

High school graduation or equivalent is required.

**LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED**

Successful completion of the District's basic skills test. Current (within 1 year) evidence of the ability to type 40 net wpm.

**WORKING CONDITIONS*****Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will be an indoor school office environment.

***Physical Abilities:***

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. The employee must be able to:

Lift, carry, push and/or pull items with a strength factor of light work.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Possess dexterity of hands to operate equipment necessary to perform job functions.

Stand and walk.

Bend at the waist, kneel, or crouch.

Sit or stand for extended periods of time.

Climb a step stool or ladder and reach above shoulders.

***Hazards:***

Contact with dissatisfied or abusive individuals is possible.