



David Douglas School District #40

Classified - Job Description

CLERK I – REGISTRAR ASSISTANT

Schedule: 9 months per year
Class: 9

POSITION PURPOSE

To perform clerical and data entry tasks required by the counseling and registrar's office and other tasks assigned by the Assistant Principal.

NATURE AND SCOPE OF RESPONSIBILITIES

- Preparation of senior test cards, transcripts, including scanning affixing graduation honors
- Assist in boxing of senior records for vault
- Pulling APR cards and inserting Immunization records back in to Cum file
- Filing of all graduate and withdrawal cards in the vault
- Early leaver search
- Assist with Copying CUM files to be sent to other schools
- Assist with registration and withdrawal information throughout the year
- Prepare student withdrawal grade forms to be given to teachers/Compile information received and put on the form
- Pull files on withdrawals and prepare
- Check in of cumulative files from other schools
- Track and send cumulative file request to other schools
- Affix information to test cards, test scores, pictures, etc
- Assist with filing of progress reports, report cards, and other important data
- Help with Diploma process by gathering information and checking of students names as needed
- File forms as necessary
- Assist with checking in of mail
- Assist in tracking graduation cohort status
- Perform other duties, as assigned

QUALIFICATIONS

- High school diploma or equivalent
- 21 years of age or older, with three years of experience in general clerical work requiring frequent contact with the public
- Accurate and rapid typing skill, as well as language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation and use of computer programs involving eSIS, word processing; use of telephone, calculator, fax, copier and other office equipment
- Ability to respond to sensitive issues and concerns from students, parents and staff and to maintain the confidentiality of such
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing with students, parents and staff

Essential Physical Requirements

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.