



## David Douglas School District #40

### Classified Job Description

#### **CLERK II – DIAGNOSTIC RECORDS**

Schedule: 9 months per year

Class: 10

#### **POSITION PURPOSE**

The job of "Clerk II" provides confidential assistance and clerical support to the Student Services Department to assist the smooth and effective operation of the department; provide requested information to staff, assist with special education paperwork, schedule IEP meetings.

#### **ESSENTIAL JOB FUNCTIONS**

- Represents the Student Services Department in a positive manner in all communications with the public and staff.
- Prepare written, accurate and detailed materials (e.g. meeting summaries, reports, etc.) for the purpose of conveying information regarding the Student Services Department and/or district activities and/or procedures
- Process documents and materials (e.g. IEP meeting notices) for the purpose of disseminating information to appropriate parties
- Demonstrate good judgment in the receiving and disseminating of information
- Develop and maintain files and records; reviews reports, files, and other documents for accuracy, completeness and conformance to standard procedures
- Maintain appointment schedules and calendars; arranges meetings, reserve rooms
- Organize, maintain, and destroy student educational records

#### **KNOWLEDGE OF:**

- English usage, spelling, grammar and punctuation
- Modern office methods, procedures and office equipment, including computer hardware and software (e.g. Google Docs, Excel, student information system, etc)
- Principles and practices of business letter and report writing
- Special education procedures and paperwork

#### **ABILITY TO:**

- Plan, organize, prioritize and complete assigned tasks in a timely and efficient manner
- Recognize the limits of responsibilities and authority related to administrative support assignments
- Research a variety of documents and compile and distribute relevant information in the form of memos, letters or reports
- Operate a computer terminal to enter, revise, and retrieve information, and to use word processing and spreadsheet applications
- Perform routine duties without specific instruction and with a reasonable degree of independent judgment and decision-making
- Learn and understand the organization and operation of other departments and the outside agencies as necessary to assume and assigned responsibilities
- Analyze complex and sensitive situations carefully
- Compile information, maintain extensive records and prepare reports
- Communicate clearly and concisely, both orally and in writing with a variety of people, answering questions, gathering and exchanging information
- Type accurately and, depending on requirements of position, with sufficient speed to complete work in a timely fashion
- Establish and maintain effective working relationships with those contacted in the course of work

**SUCCESSFUL PERFORMANCE REQUIREMENTS:**

- Ability to be flexible and remain calm while dealing with a variety of minor problems and interruptions
- Good decision making skills
- Ability to work well with others
- Ability to receive and follow instructions
- Ability to perform several computer functions and facets simultaneously and intermittently

**EXPERIENCE AND TRAINING:**

- Any combination of experience and training that would provide the required knowledge and abilities is appropriate  
A representative way to obtain the required knowledge and abilities would be:

**EXPERIENCE:**

- Experience within a reasonable complex program environment, preferably with some exposure to knowledge of special education rules and regulations, preferred

**TRAINING:**

- Equivalent to the completion of the twelfth grade, preferably supplemented with training in accounting and computer skills

**PHYSICAL REQUIREMENTS:**

- Requires a light degree of physical stamina. Most work is sedentary. May require some extended periods of work at a computer

**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.