



## David Douglas School District #40

### Classified - Job Description

#### **CLERK III – COUNSELING/REGISTRAR CLERK**

Schedule: 10 months per year  
Class: 11

#### **POSITION PURPOSE**

To perform clerical and data entry tasks required by the counseling 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
- Pulling APR cards and inserting Immunization records back in to Cum file
- Filing of all graduate and withdrawal cards in the vault
- Tracking Inter-district Transfer agreements
- Prepare freshman test cards
- Prepare for registration and withdrawal information for Fall
- Early leaver search
- Monitor Senate Bill 300 program
- 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 cumulative file request to other schools
- Assist in preparing transcripts
- Run and check ADM reports for state filings
- Check out and In all Cumulative Files for active students
- Track students living out of district
- Prepare Vice-Principal letters for out of district students
- Track Inter-district Transfer agreements
- Track students without a valid address
- Assist with Late Arrival/Early Dismissal cards at beginning of each semester
- Help with the diploma process in January, gathering information, checking off students, verification
- Affix information to test cards, test scores, CIM labels, pictures, etc
- Input all Student Verification Information reports that are turned in throughout the school year
- Organize an easily accessible file of all Student Verification reports and updates
- Collect returned mail (insufficient/incorrect address) and contact student and/or parent for updated information
- Create certificates and order awards for Senior Recognition Night
- Create program for Commencement showing all graduates and honor students
- Create reader cards for Commencement showing honor students
- Alphabetize updated transcripts after they have been completed
- Assist with filing of progress reports, report cards, and other important data
- Assist with scheduling of students for counselor appointments
- 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

**QUALIFICATIONS** (cont.)

- Skill in computer operation and use of computer programs involving student based programs, 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.