

## **MIGRANT RECORDS CLERK**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the general supervision of the Migrant Resource Teacher. The Records Clerk maintains records, receives and inputs student records to a computer, provides backup assistance to office staff and performs related work as required.

### **ESSENTIAL FUNCTIONS:**

This clerk's position includes the ability to file information with the use of a computer along with maintaining and processing of health referrals, CDS forms, MSRTS forms and maintain this information for all migrant students in the district.

- Operates a centralized system to include the input of records received for statistical purpose;
- Attends meetings;
- Types letters, circulars, reports, and various other forms requiring the use of some independent judgment;
- Receives job source documents from migrant program computer programmer and enters data as instructed;
- Maintains files and communicates with programmer on these and other activities regarding data entry operation;
- Greets callers, answers telephone, provides information and makes appointments for staff;
- Maintains and updates migrant student records and lists and distributes information to appropriate personnel;
- Sends written notices to parents;
- Works overtime, if required;
- Maintains a clean, neat appearance and wears clothing appropriate to the job task;
- Uses own vehicle, when required, with reimbursement.

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties;
- Ability to type at a rate of fifty (50) words per minute net;
- Take dictation at the rate of eighty (80) words per minute and accurately transcribe it at a speed of not less than twenty-five (25) words per minute;
- Follow oral and written directions;
- Meet visitors, and the public tactfully and courteously.

### **KNOWLEDGE OF:**

- Modern office methods, filing and procedures;
- Office arithmetic and related calculations;
- Common office machines including computer knowledge;
- Telephone procedures and techniques;
- Bilingual skills (English/Spanish) desirable;
- Correct grammar, spelling and punctuation for office communications;
- Computer entry, storage and retrieval functions;
- Employer's policies and procedures for receiving, completing and filing documents in compliance with local, state and federal regulations (desirable).

### **SKILL TO:**

- Operate computer terminal and printer;
- Perform responsible clerical work, including ability to spell correctly with accuracy and speed;
- Learn specific rules, regulations, laws and policies quickly, and to apply them with good judgment in a variety of procedural matters without immediate supervision;
- Make arithmetical calculations with speed and accuracy;
- Compile and maintain accurate and complete records and reports;
- Understand and follow oral and written instructions;
- Meet the public tactfully and courteously;
- Answer questions by telephone in a mature manner;
- Establish and maintain a cooperative and effective working relationship with adults;
- Organize a task and carry to completion with efficient use of time;
- Work cooperatively with others.

### **PHYSICAL FUNCTIONS:**

Ability to:

- Hear and understand speech at normal levels;
- See and read printed material;
- Write legibly;
- Bend, twist, kneel and stoop;
- Lift and carry twenty-five (25) pounds;
- Reach in all directions;
- Speak clearly and effectively;
- Sit and stand for period of time

### **EXPERIENCE:**

One (1) year of experience in stenographic and responsible clerical work.

### **WORK YEAR:**

The work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation.

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**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**