



Pickens County Board of Education Job Descriptions

STUDENT RECORD CLERK FOR HIGH SCHOOL

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 190 Days

REPORTS TO: Principal

QUALIFICATIONS: High School Diploma – Associates Degree Preferred

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Organize, maintain, and process all aspects of student records as well as producing documents to support the function of record retention.
- Perform a variety of secretarial/clerical duties to support supervisory and administrative personnel in handling daily activities.
- Distribute mail to appropriate personnel.
- Compose routine correspondence; type correspondence, reports, etc.
- Register new students; Prepare cumulative folders for new students; Request for records for new students.
- Answer phones, screen callers and refer to appropriate person; greet visitors, ascertain nature of business and direct visitors to appropriate person.
- Maintain data, statistics and other information and prepare reports, as required.
- Assist in maintaining efficient office operations by providing clerical relief whenever and wherever needed.
- Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
- Operate standard office equipment to include, but not limited to typewriter, calculator, microcomputers, word processor, and copier.
- Participate in training programs offered to improve skills and proficiency related to the assignment.
- Review current developments, literature and technical source information related to job responsibility.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Principal.