

COUNSELING CLERK**BASIC PURPOSE OF THE JOB CLASSIFICATION**

To provide a variety of secretarial/clerical support services for school counselors and the athletic department at an assigned school; to assist with maintaining the day-to-day operations of the counseling center; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision from school principals and work within a framework of standard policies and procedures. Performance of these responsibilities requires organizational skills, accuracy, and attention to details, discretion, good communication skills, and sound judgment.

REPORTS TO

School Principal

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(The following information is descriptive and is not restrictive as to duties required)

1. Performs a variety of clerical activities including scheduling and completing District forms.
2. Confirms/verifies/obtains information regarding school procedures and the operation and use of the facilities.
3. Assists with the maintenance of various calendars.
4. Coordinates the activities and operations of a school counseling office.
5. Organizes scholarship information and make applications available to students.
6. Creates, sets up, edits, types, and schedules students for classes.
7. Provides clerical support and assists the Athletic Director with athletic activities including scheduling of events, use of facilities, scheduling officials, establishing athletic clearance for athletes, and coordinating awards and banquets.
8. Types a variety of materials such as memos, letters, reports, bulletins, schedules, tests, etc.
9. Maintains various files, including counseling and athletic files.
10. Answers the telephone and greets office visitors, taking messages, providing information, making appointments, and/or referring calls/visitors to appropriate staff.
11. Assists students with questions, concerns, and/or problems.
12. Monitors and assists students in the office with illness, discipline, or counseling.
13. Schedules appointments for parents, students, and general public.
14. May register students into a school.
15. Maintains and updates a variety of student records, including health records, registration, attendance information, cumulative files, and enrollment files.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

16. May supervise student office aides in the performance of general office support and telephone answering assignments.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to lift 25 pounds or carry objects weighing over 15 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and fax machines.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; continuous contact with staff, students, parents, and the public. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

DESIRABLE QUALIFICATIONS**Knowledge of:**

1. Proper English usage, grammar, spelling, vocabulary, and punctuation.
2. Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.

Ability to:

1. Learn School and District rules, regulations, and procedures and apply them in a variety of situations.
2. Learn the operations, procedures, policies and requirements of assigned office and related functions.
3. Understand and follow both oral and written directions.
4. Prepare and maintain a variety of records and reports.
5. Perform a variety of office support work.
6. Maintain filing and record keeping systems including a computer data base.
7. Prioritize and schedule assigned work load.
8. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
9. Operate a variety of standard office machines and equipment.
10. Effectively communicate both orally and in writing.
11. Establish and maintain cooperative working relationships.
12. Type at a minimum rate of 45 words per minute from clear, legible copy.
13. Perform minor First Aid in compliance with established District policies.
14. Schedule the work of student office aides.

Training and Experience:

A desirable combination of training and experience of at least two years in record keeping, filing and general support in a business or school office.

Special Requirements:

Ability to obtain a CPR and First Aid Certificate.

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