



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	CLERK EARLY CHILDHOOD STUDENT PLACEMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA/Grade 5
WORK YEAR:	230DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8017
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Under the direction of the Coordinator, performs technical and clerical work involving the tracking and entry of information into the eligibility, recruitment, selection, enrollment and attendance systems. Ensures information meets the federal and state program requirements and regulations. Responsible for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, thorough knowledge of federal and state laws and regulations that govern the task performed and departmental functions, policies and practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Makes accurate and complete postings to complex departmental/student records and establishes and maintains files and filing systems in accordance with departmental policies and procedures

Word processes and/or transcribes routine and non-routine, confidential and non-confidential family information including reports, memoranda, letters and records; has unrestricted daily access to confidential non-public, information and material

Checks, analyzes, and classifies materials; transfers information from reports and documents, codes numerically, and posts to the systems as required

Receives, classifies, and routes incoming telephone calls and mail

Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports and manuals

Establishes and maintains files; retrieves information; prepares invoices and cross references

Attends training provided by agency and makes efforts to upgrade skills and knowledge through involvement in career development activities

Answers families inquiries in person, develops reports and correspondence, conduct interviews and manages problems or complaints

Operates standard office equipment and machines including computers, adding machine, calculator, copier and other office machines

Conducts research of family records provided for information related to program eligibility as needed

Schedules appointments with program applicants

Assembles and inputs child and family data into computerized database system

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
Successful experience in clerical functions
Ability to operate calculator accurately and efficiently
Successful experience with computer word processing/file management applications
Experience involving student and family services
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team setting
Efficient time management
Associate Degree in business or related field
Experience using a computerized student information system
Experience involving student and family services
Experience in a diverse workplace