



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

JOB TITLE:	CLERK RECORDS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8710
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Maintains a systematic flow of pupil records between schools and the storage of records for those pupils who have left the system. Performs regular contact with local school, government agency and court personnel. Requires no supervision of other positions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Photocopies and sends transcripts of permanent records of students transferring to parochial, private, Kentucky, out-of-state and overseas schools, and transfers records within the Jefferson County schools

Gives information on the telephone or in person concerning routine, procedural, or directional questions

Operates office machines and equipment, receives and screens all incoming mail and permanent records

Uses permanent data filing systems to record pertinent information

Contacts schools to update permanent records when necessary

Helps maintain permanent records in office filing system

Word processes forms, letters and bulletins, and collates when needed

Uses JCPS systems for birth verification, student locations, addresses, and the like

Coordinates test scores and grade tabs for placement on permanent records

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, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Word processing, filing, operating office machines, communicating with school personnel, parents and others by phone and in person

Effective communication skills

#### DESIRABLE QUALIFICATIONS

One (1) year experience in working with pupil records

Experience in a diverse workplace