



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Data Processing Clerk</b>
<b>REPORTS TO:</b>	Various
<b>CLASSIFICATION:</b>	Classified – OT&P
<b>SALARY SCHEDULE:</b>	11.0
<b>WORK - YEAR / HOURS:</b>	12 months / 7.5 hours
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	11/5/97

### DEFINITION

Under general supervision, to operate a computer terminal to originate, maintain and process a variety of student and academic data; to perform clerical duties related to student records; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

Incumbents of this classification work independently within established policies and procedures to provide accurate and timely maintenance and processing of student and academic data, and to provide related support services for school staff and administrators.

### EXAMPLES OF DUTIES

- Operates a computer terminal and/or related peripheral equipment to enter data related to student enrollment, grades, schedules, attendance, and other academic and demographic information; establishes and updates files and records; audits reports for accuracy and completeness;
- Inputs information and generates master schedules, course catalogs, directories, lists, forms, reports, labels, and other computerized output; prints, checks, verifies, distributes and/or files output;
- Gathers, verifies and codes data; makes or refers corrections as appropriate;
- Coordinates data processing tasks with students, faculty, school and district staff;
- May answer telephone, provide information/assistance to callers and visitors, operate a variety of standard office equipment, and perform related clerical tasks in support of assigned functions.

### QUALIFICATIONS

#### Knowledge of:

- Basic principles and operation of computerized recordkeeping systems.
- Electronic data entry procedures and practices.
- General recordkeeping, reporting and clerical office practices and procedures.

**Skill in:**

- Operating a computer terminal and entering data rapidly and accurately.
- Compiling and verifying data and identifying and resolving errors.
- Making accurate decisions and using sound judgment within the framework of policies, procedures and guidelines.
- Performing routine clerical tasks with speed, accuracy and attention to detail.
- Reading and writing at a level sufficient for successful performance of required duties.
- Establishing and maintaining effective working relationships with those contacted in the course of work; interacting effectively with a diverse staff, student body and public.

A typical way of acquiring the required knowledge, skills and abilities might be:

- Equivalent to graduation from high school and six months to one year of related clerical experience which has included data entry and recordkeeping.

**PHYSICAL REQUIREMENTS**

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The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies; to manipulate both single sheets and large stacks of paper; to keyboard with accuracy; and to operate and adjust computers and peripheral devices.
- Physical ability to sit or otherwise remain stationary at work post for long periods of time.
- Physical ability to reach, bend and grasp in order to file and retrieve materials.

**OTHER REQUIREMENTS**