



Effective: ~~NEW:~~

09/02/2020

07/01/2019

Submitted:

09/01/2020

06/11/2019

JOB TITLE:	CLERK RECORDS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD <del>260 DAYS</del>
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



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Effective communication skills

DESIRABLE QUALIFICATIONS
One (1) year experience in working with pupil records
Experience in a diverse workplace



Effective:  
7/1/2019

Submitted:  
6/11/2019

JOB TITLE:	CLERK ECE
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8732
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Maintains records, schedules the office and provides activities for ECE staff; works to support customer service to families and staff

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Schedules Admissions and Release Committee meetings

Maintains all EHA and IEP forms for the Admissions and Release Committee process

Monitors, records, and updates data necessary for the Admissions and Release Committee for reports

Demonstrates courtesy and cooperation in dealing with people over the telephone and in person

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

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

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#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Word processing and organizational skills

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Previous training and/or experience in office and clerical duties

Experience in working within a school system

Experience in a diverse workplace

#### FOOTNOTE

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.