

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

SCHOOL DATA CLERK (DATA ENTRY OPERATOR)

QUALIFICATIONS

- (1) High School Diploma or equivalent.
- (2) Experience in computer operation.
- (3) Minimum of two years experience in data entry, computer terminals, word processing, printers and other technology utilized in data input/output.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in computer operation and demonstrated keyboard proficiency. Demonstrated effective oral and written communication skills. Skill in analyzing computer data (input/output). Skill in operating a computer terminal and typewriter. Ability to manage time effectively. Knowledge in FTE procedures. Knowledge in student data membership entry. Knowledge in grade reporting procedures. Ability to move quickly from one place to another. Ability to utilize intercom. Ability to maintain accurate records. Knowledge in attendance procedures. Knowledge of school boundaries to maintain in/out of area. Ability to organize registration procedures.

REPORTS TO:

Principal

JOB GOAL

To maintain essential records fundamental to the management of the school setting.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Maintain all registration records.
- (2) Maintain all incoming/outgoing student records.
- (3) Provide student membership data input and monitor accuracy of data.
- (4) Type memoranda and letters as requested.
- (5) Request student records.
- (6) Maintain health records.
- (7) Maintain automated attendance records.
- (8) Operate computer terminal.
- (9) Process FTE data and reports.
- (10) Schedule work according to priority.
- (11) Proof-read documents and reports for accuracy and clarity.
- (12) Assist with master schedule and student schedules as needed.
- (13) Input grade entry.
- (14) Compile routine reports and documents as directed.

**Board Approved October 20, 1998
Amendment Board Approved April 15, 2003**

SCHOOL DATA CLERK (DATA ENTRY OPERATOR) (Continued)

- (15) Use effective, positive interpersonal communication skills.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.
- (17) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 15-23, 27
10 to 12 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.