

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE ASSISTANT-ADULT EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties involving typing, filing and maintaining records. Record-keeping duties relating to the enrollment, graduation of adult students according to established policies and procedures; evaluate, process, maintain and record course work and credits, test scores, G.E.D. scores, prepare transcripts to be sent out. Typing of diplomas and printing them.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Typist Clerk II class provide clerical support to other clerical or secretarial staff and may perform some assignments independently.

REPRESENTATIVE DUTIES:

Maintain a variety of logs, records and files related to students, and staff attendance and other school or District activities and programs. Review incoming records to assure that course work completed meets State requirements for graduation: confer with counselors regarding deficiencies and credit problems.

Assist with analyzing foreign, domestic and out-of-district transcripts. Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft. Prepare permanent records for incoming students; record grades in computer file.

Prepare transcripts as requested by other schools and employers, collect transcript fees as appropriate. Type and perform other clerical duties for the assigned supervisor, classroom teachers and other staff members as directed.

Administer the G.E.D. test weekly. Type reports for testers and reports for Sacramento on G.E.D. results monthly and annually. Assist with clerical duties related to specific campus activities such as classroom support and organization support.

Maintain current knowledge of District and State graduation requirements and applicable codes and laws and assure compliance with established regulations and timelines.

Update student records regarding credits and courses needed for graduation; discuss credits and grades with counselors.

Distribute various forms and provide information and assistance to the public and staff regarding their completion in an accurate and timely manner. Register students for classes and collect tuition fees.

Compile a list of potential graduates and submit to appropriate District administrators; make list of graduates and type diplomas on computer; prepare diploma covers for graduation.

Respond to inquiries regarding student grades and attendance from other schools, insurance companies, employers, authorities: verify and provide information contained in permanent students records as appropriate.

Review senior records and prepare deficiency lists; obtain final information for teachers regarding graduation status; advise administrators and counselors of non-graduates.

Initiate correspondence and maintain student permanent records files.

Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.

Perform clerical work such as posting records, making math computations and securing information from clearly indicated sources. Prepare and maintain a variety of detailed statistical records, files and reports related to student enrollment and eligibility for graduation; maintain confidentiality of records and information.

Assist in collecting fees and receipt of monies: maintain records or monies received and spent.

Schedule appointments and meetings; maintain various schedules and calendars.

Answer phones; take and relay messages; greet students and the public and provide routine information; direct inquiries to the appropriate person of office; make phone calls to request, provide of verity information as directed.

Operate a variety of office equipment including typewriter, calculator and copy machine; risograph; may operate computer and/or word-processing hardware, scanner, camera for ID cards, take list of those who want ID cards, take pictures and laminate cards.

Maintain supply and material inventory of assigned area; order, receive and distribute materials, equipment and supplies as directed.

Sort and distribute incoming U.S. and inter-district mail.

Perform related duties as assigned pertaining to job description.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Analyzing foreign and domestic transcript evaluation.
State regulations regarding competency tests, health records and confidentiality.
State and District requirements for graduation.
Modern office practices, procedures and equipment.
Computer hardware/ software.
Record-keeping techniques.
District organization, operations, policies and objectives related to job.
Oral and written communication skills.
Applicable sections of State Education code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Organize, compile and evaluate data pertaining to student course work, grades and enrollment.
Learn District policies and procedures related to registration and permanent student records.
Operate a variety of office machines such as computer hardware/software, adding machine, typewriter, duplicating equipment and scanner.
Work independently with little direction.
Analyze and coordinate effective course of action with appropriate supervisor.
Meet schedules and time lines.
Learn and apply rules, regulations, laws and policies pertaining to job.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Type at 30 words net per minute from clear copy.
Maintain complex records and prepare reports.
Communicate effectively both orally and in writing.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of increasingly responsible clerical experience, including at least one year experience maintaining student records.

WORKING CONDITIONS:

Adult school office environment.