



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

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| Position Title: | Special Education Records Clerk |
| Payroll/Personnel Type: | 12 Month |
| Reports to: | Data Management Manager |

Position Summary:

The Special Education Records Clerk is responsible for filing, fulfilling record requests and converting hard copy records into electronic files.

Essential Functions:

- Must process all record requests from DD Resources and its funding agencies within 10 business days
- Provides first line contact with all record requestors
- Requires filing, new file preparation, maintenance of current and non-current student files, keeping written logs of access of records, maintenance of record request documentation, researching prior records of students
- Uses office machines and software to include multiple line telephones, voicemail, document shredder, computer, e-mail, internet, Adobe, MS Office products, Docushare, scanners, copier, printers, fax machine, electric stapler, etc. to complete various office tasks
- Requires filing, new file preparation, maintenance of current and non-current student files, keeping written logs of access of records, maintenance of record request documentation, researching prior records of students
- Demonstrate knowledge of federal and state regulations regarding student records and confidentiality
- Requires responding to employees, co-workers and superiors in a cooperative and constructive manner; requires proven support to other department personnel by responding to requests for information and assistance
- Strong knowledge of organization, filing and printing of microfilm records
- Requires facilitating a respectful, friendly atmosphere in the workplace
- Other duties as assigned by the Data Manager

Knowledge, Skills, and Abilities:

- Strong organizational skills
- Ability to complete routine paperwork
- Ability to follow routine verbal or written instructions
- Knowledge of the rules, regulations, and laws regarding student records
- Knowledge of customer service standards and procedures
- Records maintenance skills
- Ability to work effectively with diverse populations
- Ability to communicate with and provide routine assistance to customers



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- Ability to maintain confidentiality of records and information
- Clerical, word processing, and/or office skills
- Skill in the use of personal computers, scanners and related software applications
- Skill in the use of operating basic office equipment
- Ability to evaluate student transcripts and/or record

Experience:

- Courses in computer software, general office procedures and accounting and one year of responsible office/clerical experience or equivalent combination of education and experience
- Requires English, spelling and mathematics skills, some knowledge of legal terminology and phrases and of the methods and procedures of handling and accounting for money
- Requires skill in operating office equipment, personal computer and word processing equipment

Education:

- High School Diploma or Equivalent (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

| | |
|--------------------------|------|
| Employee | Date |
| Immediate Supervisor | Date |
| _____ Human Resources | Date |



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.