

Oxford SCHOOL DISTRICT



Job Description:	Secretary/Records Clerk	FLSA Status:	Non-Exempt
Department:	School Support	Code:	
Location:	Oxford Middle School	Reports to:	Office Manager
Position Type:	Full-Time 205 days	Version:	

Description of Position: Performs data entry, verifies information, and handles routine requests for student records, transcripts, and related information. Provides routine advice and guidance to staff, students and members of the general public regarding the registration process. Resolves routine customer service problems.

Essential Duties and Responsibilities

- Process requests for transcripts, student grade records, course descriptions, and other information in accordance with privacy laws and district policies.
- Orders transcripts; checks transcripts to verify accuracy; validates and distributes transcripts according to requests.
- Greets visitors in person or on the phone, providing customer service with advice and guidance regarding the registration process; may refer customers to appropriate department or school district site.
- Responds to inquiries by telephone or letter regarding academic standing, transcript problems, and unclear or irregular transcript requests.
- Process name changes and updates other academic and demographic information in files and on computer.
- Provides transcripts, enrollment verification, and credit level status by mail, FAX, or telephone, according to prescribed procedures; advises students concerning their records.
- Maintains student files in proper order; pulls records for processing and re-files.
- Maintains logs of records release transactions initiated by other departments.
- Arrange student and parent conferences with counselors.
- Prepares documents, reports and correspondence.
- Performs other duties as assigned by the Office Manager.

Qualifications and Education Requirements

- High school diploma. Associates degree preferred.
- Pass a criminal background test and be fingerprinted before gaining employment.

Preferred Skills

- Ability to complete routine paperwork.
- Ability to follow routine verbal or written instructions.
- Records maintenance skills.
- Skill in the use of personal computers and related software applications.
- Knowledge of customer service standards and procedures.
- Knowledge of the rules, regulations, and laws regarding student records.
- Ability to maintain confidentiality of records and information.
- Ability to read, sort, check, count, and verify numbers.
- Skill in the use of operating basic office equipment.

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- Ability to communicate with and provide routine assistance to customers.
- Clerical, word processing, and/or office skills.
- Ability to work effectively with diverse populations.
- Ability to evaluate student transcripts and/or records.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

Signature

Date

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.