



Job Title: Secretary Counselors Office

Exemption Status: Nonexempt

Reports to: Principal/Counselor

Date Revised: November 2017

Dept./School: Assigned Campus

Pay Grade: P14

Primary Purpose:

Under moderate supervision, provide routine clerical support for the efficient operation of the school counseling office and professional staff. Maintain current, accurate, and confidential student records.

Qualifications:

Education/Certification:

- High school Diploma or equivalent
- Certified Educational Office Professional (CEOP) certification preferred
- Bilingual preferred

Experience:

- Minimum of one (1) year of clerical experience

Special Knowledge/Skills/Abilities:

- Knowledge of general office procedures
- Proficient keyboarding and file maintenance skills
- Ability to use software to develop spreadsheets and databases, and do word processing
- Ability to follow verbal and written instructions
- Ability to perform a variety of tasks, often changing assignments on short notice, with some direction
- Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Provide general clerical support, including word processing, data entry, filing, and file maintenance.
2. Assist with the registration of new students, including requesting and sending student records, entering student data, and ensuring completeness of records.
3. Process changes and student schedule adjustments.
4. Maintain complete and accurate student records, including test scores and final grades on permanent records.
5. Compile, maintain, and file all reports, records, and other documents as required.
6. Receive incoming calls, take reliable messages, and route them to appropriate staff.

Other

7. Receive, distribute, and ensure security and confidentiality of testing materials.
8. Maintain the college information library and help students, parents, and teachers find information about testing, scholarships, and college materials.
9. Maintain confidentiality.
10. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____