

Data Clerk - HQ Title I

Purpose Statement

The job of Data Clerk is done for the purpose/s of providing requested clerical support; providing confidentiality of student records; communicating various information regarding activities and/or in response to request; and providing for timely and accurate distribution of materials.

Essential Functions

- Compiles employee and student records (e.g. eligibility, immunization, etc.) for the purpose of meeting state, federal and/or district requirements.
- Maintains various records, supplies, calendar, schedules, files, attendance, etc. for the purpose of documenting and/or providing reliable information.
- Responds to inquiries of staff, the public, and/or students for the purpose of providing information and/or direction as may be required.
- Enters data as required per ADE regulations
- Processes EPARS for teachers/supplemental staff
- Prepares requisitions and manages purchase orders for materials/resources/training as necessary
- Responds to program inquiries via email and telephone in a timely manner
- Monitors testing alerts and aids in preparation of testing materials for testing sessions
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Minimum Qualifications

Mental Requirements

Mental Requirement - Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 1 Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: Job related experience is desired.

Education: High School diploma or equivalent.

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 106

Work Calendar: Support 12 Month Short