

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Computer Clerk

Job Purpose Statement/s: The position of Computer Clerk is done for the purpose of maintaining accurate student database records, students' schedules and master schedules and/or conveying information regarding students to the appropriate source.

Essential Job Functions:

- Maintains accurate student attendance for the purpose of providing accurate information for District and State reporting.
- Maintains student database for the purpose of documenting student enrollment.
- Assists with developing a master schedule and student class schedules for the purpose of securing appropriate placement and meeting instructional requirements.
- Resolves student schedule conflicts for the purpose of ensuring students appropriate placement in classes.
- Prepares a variety of reports (e.g. attendance, student locator, discipline, honor roll etc.) for the purpose of providing written support, developing recommendations and or conveying information to appropriate parties.
- Processes documents and materials (e.g. schedules, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries of staff, and/or students for the purpose of providing information and/or direction as may be required.

Other Job Functions:

- Attends appropriate workshops/conferences for the purpose of ongoing training.
- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other job related duties as may be assigned.

Job Requirements - Qualifications:

Education and Experience Requirements:

- Prior job related experience.
- High School diploma or equivalent.

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Computer Clerk

Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions; communicate clearly and effectively; use English in both written and verbal form; use correct spelling, grammar and punctuation.
- Knowledge of standard office equipment, computer applications to complete essential job functions, school curricula, programs, and scheduling.
- Abilities to sit for prolonged periods, work with constant interruptions; understand and carry out oral and written instructions, learn new procedures, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.
- First Aid and Cardiopulmonary Resuscitation Certificates may be required.

Reports to: Site Administrator

Work Year: 205 Days

Salary Placement: CSEA Salary Schedule
Range 8

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy and Evaluation of Classified personnel and the CSEA Contract.

Board Approved: March 11, 1997
Revised: August 15, 2006