

YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Records Clerk

TITLE OF SUPERVISOR: Principal

GENERAL RESPONSIBILITIES:

To contribute to the efficient operation of the school guidance office by assisting the guidance counselors in maintaining accurate student records

SALARY: Yazoo County School District Non-Certified Wage Scale

QUALIFICATIONS:

1. High School graduate or equivalent
2. Proficient typing and filing skills
3. Pleasing personality and voice
4. High degree of professionalism
5. Ability to communicate effectively

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Keeps an accurate account of all cumulative records
2. Requests records as necessary
3. Sends records when requested
4. Makes a record for new students entering from another school
5. Records pertinent data on cumulative records (test scores, grades, etc.)
6. Assists counselors with necessary record keeping and related correspondence
7. Prepares diploma order
8. Compiles immunization forms and related data
9. Keeps certain records and class schedules of students (address, phone numbers, declaration of legal residence, copy of marriage license for married students, grades, withdrawal grades, etc.)
10. Sends transcripts of students
11. Drops students
12. Sorts mail
13. Assists teachers in the operation of standard office equipment
14. Answers telephones
15. Sends messages to students and staff
16. Receives visitors in the office
17. Performs other duties as assigned

UPDATED AND REVISED JULY 2, 2018

