TITLE: **STUDENT SUPPORT SERVICES CLERK** **#086**
SECTION: Student Support Services
REPORTS TO: Student Support Services Secretary

SUMMARY

Under the general supervision of the Student Support Services Secretary, provides technical secretarial and reception services to the education specialists in the Student Support Services Section.

DUTIES

1. Utilizing a personal computer and word processing software, prepares a variety of confidential reports and forms, which may include medical/psychological, legal and technical language, charts and schedules.

2. Provides secretarial services by processing, composing and preparing correspondence, drafting routine responses from dictaphone or hand-written notes, including those of a confidential nature.

3. Provides reception and information services regarding program/departmental procedures and practices by telephone liaison, greeting and advising visitors, responding to routine inquiries and the receipt, distribution and dispatch of messages and mail.

4. Utilizing the district computer system and software, inputs, retrieves and prints data.

5. Opens and maintains student records and departmental files.

6. Performs a variety of related clerical duties including laminating and the operation of equipment unique to this department.

7. May, on occasion, be required to perform other related duties as assigned.

QUALIFICATIONS

- High school graduation or the equivalent.
- Secretarial training and two years related experience or an equivalent combination of training and experience.
- Excellent grammar, spelling and punctuation skills.
- Working knowledge of medical, psychological and legal terminology.
- Minimum keyboarding speed of 60 cwpm.
- Ability to operate standard office equipment, including a personal computer, data entry terminal, photocopier, laminating machine and dictaphone.
- Willingness to learn to operate equipment unique to this department.
- Excellent interpersonal and communication skills.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Ability to perform duties with speed and accuracy and to work effectively under pressure.