TITLE: Computer Data Entry Clerk
LOCATION: Mt. View High School
REPORTS TO: Principal/Associate Principal
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the supervision of the Principal and/or Associate Principal(s), the Computer Data Entry Clerk will assist the attendance office secretary, building staff, and parents with information related to student attendance.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public in person, by telephone, via E-mail and in writing.
2. Input attendance data into the computer on a daily basis.
3. Generate attendance computer print-outs as requested.
5. Maintain current telephone lists/numbers for automated calling machine.
6. Update attendance class rosters for student schedule changes.
7. Order, compile, and distribute attendance rosters to all staff.
8. Write admits and early releases for students.
10. Train office assistants on various attendance office routines.

OTHER RESPONSIBILITIES:
1. Assist attendance secretary as requested.
2. Perform back-up duties for attendance office by answering telephones, processing parental requests, processing homework requests, assigning discipline, and assisting with referrals for nonattendance.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Speaking (66-100%) Hearing (66-100%)
Standing (33-66%) Bending (Up to 33%) Stooping (Up to 33%)
Sitting (66-100%) Walking (33-66%) Acceptable Attendance
Use of hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%) Verbal Communication (66-100%) Written Communication (66-100%)
Multiple Concurrent Tasks (66-100%) Constant Interruptions (66-100%) Confidentiality (66-100%)
Training (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a
disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, 10-key calculator, copy machines, Phone Master 200, and all other tools and equipment necessary to perform the essential functions as listed above

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. Two years of experience in a related field, or equivalent training.
3. Demonstrated ability to effectively communicate with students, staff, and the general public.
4. Demonstrated ability to operate the tools and office equipment as listed above.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
7. Demonstrated ability to maintain confidentiality of sensitive information.
8. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

189-190  Days Per Year (Includes Holidays)
8  Hrs. Per Day

PSE: ______________________________________  Date: ________________

District: ____________________________________  Date: ________________

Revised Date:      11/29/2006
Classification:    Clerical
Class:             Class I
Display on Web?    Yes

Computer Data Entry Clerk