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## HIGH SCHOOL COUNSELING CLERK

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**Job Description:**

Under the supervision of the Guidance staff to be a secretary and receptionist for those staff members providing pupil guidance and services.

**Qualifications:**

1. Education: Equivalent to completion of the twelfth grade with training in typing and office skills.
2. Experience: Preference for one year or more of office or office related work.
3. Knowledge: Use of basic office machines, correct use of English, ability to spell and punctuate correctly, keep records, file.
4. Ability: Perform responsible clerical work with accuracy and speed; learn specific rules, laws, and policies quickly and to apply them with good judgment in a variety of procedural situations; make arithmetical calculations quickly and accurately, compile, maintain and complete records and reports; understand and carry out oral and written directions; meet the public tactfully and courteously; to establish and maintain cooperative working relationships with children and adults; type accurately from copy, letters to parents, etc., maintain confidentiality at all times.

**Typical Duties:**

1. Make appointments for students, call students from class and issue passes back to class after seeing counselors.
2. Take phone calls, write phone messages, type and duplicate memos and letters and deliver messages to the appropriate party involving guidance services.
3. Help schedule parent-teacher-student conferences initiated by the counselors.
4. Obtain, update and mail student cum folders.
5. Type and duplicate various letters i.e., Career Day, College Night, Summer Counseling, summer school and letters to parents as directed by the counselor.
6. Keep college applications, scholarships and career files current.
7. Keep an updated list of new pupils who require math and English assessment.
8. Prepare and distribute report cards as directed.
9. Calculate G.P.A. and class ranking, prepare honor roll, achievement lists, graduation lists, etc. and type ineligibility lists.
10. Prepare and post transcript information to include grades, credits, test scores, attendance and G.P.A.
11. Send transcripts to colleges and employers as requested by the parent or student.
12. Keep a list of pupils involved in school activities and refer those who are not to the Activities Director.
13. Assist the Valley Community Counseling Services counselor.
14. Maintain pupil assertive discipline and detention records and send required letters to parents.
15. Assist in the scheduling of students through the County computer system.
16. Assist in other secretarial duties on a needed basis.

**Immediate Supervisor:** Counselor

**Assignment:** 8 hours per day for 215 days.

**Salary:** CSEA Salary Schedule: Range 44