Neshoba 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:** Neshoba 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. Enrolls students with proper documentation and requests records as necessary

2. Withdraws students and sends records when requested

3. Makes a record for new students entering from another school

4. Keeps an accurate account of all cumulative records

5. Records pertinent data on cumulative records (test scores, grades, etc.)

6. Compiles immunization forms and related data

7. Assists counselors with necessary record keeping and related correspondence (scheduling, filing,

copies, scholarships, etc.)

8. Communicates pertinent information to students and staff

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. Responsible for all online registration for returning students

11. Sends transcripts of students

12. Assists with graduation verification for prior students

13. Answers telephones

14. 16. Receives visitors in the office and guides them where they may need to be or go

15. Performs other duties as assigned