



JOB DESCRIPTION
Counselor's Secretary – High School

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The Counselor's Secretary, under the direct supervision of the Head Counselor, facilitates the efficient operation of the school counseling office and provides clerical services to counseling staff, and maintains current and accurate confidential student records.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two years secretarial experience, preferably in a public education environment

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to work well with children, parents, staff, and the general public
- Proficient typing, word processing, and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Knowledge of Basic accounting principals
- Ability to use personal computer and software to develop spreadsheets and databases, and do word processing

DUTIES AND RESPONSIBILITIES:

1. Prepares, dispatches, and files accurate correspondence and related papers pertaining to counseling and registrar services.
2. Serves as receptionist for counseling office.
3. Collects, organizes, and transcribes educational and demographic information on new students.
4. Processes all new students and withdrawals.
5. Maintains Audit Trail reports which includes enrollment and withdrawals.
6. Maintains and ensures accuracy and correctness of information transcribed in students permanent record file.
7. Receives, distributes, and records all college entrance examination scores, TAKS scores, credit by exam scores.
8. Transcribes all student transcripts for the data processor.
9. Prepares all records on new and departing students.
10. Prepares records to be mailed to School, Attorney General Office, Probation Officers, and Social Security Offices.
11. Prepares transcripts, immunization records, and testing information for Scholarships and Colleges.
12. Prepares attendance for student aids.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS

MENTAL DEMANDS: Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, memorize, coordinate, compile, compute, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), work with frequent interruptions, balance, stoop, knell, push, pull, reach, perform repetitive hand motions, may work prolonged or irregular hours, may travel in district, and statewide occasionally.

SUPERVISORY RESPONSIBILITIES

None

EQUIPMENT USED

Basic office equipment

Paraprofessional Pay Grade: 5

Days: 206

Wage/Hour Status: Nonexempt

Updated: May 16, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.