



**JOB DESCRIPTION**  
**Testing Clerk**

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The Testing Clerk under the direct supervision of the District Test Coordinator, organizes and manages the routine work activities of the testing office, inputs test data, and runs reports for the District Test Coordinator.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One to two years clerical and file maintenance experience

**ADDITIONAL REQUIREMENTS:**

- Must have dependable transportation and be able to provide current insurance for vehicle used for travel

**KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient skills in typing, word processing, and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets, databases, graphics, and word processing
- Strong organizational skills

**DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Prepares correspondence, forms, reports, etc. for the coordinator using personal computer skills.
3. Compiles pertinent data as needed when preparing various state and local reports.
4. Maintains physical and computerized departmental files.
5. Assists with training for state tests.
6. Assists with receiving, counting, packing and shipping test materials.
7. Assists with the checking in of all state tests.
8. 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 communicate effectively (verbally and written), concentrate, reason, understand verbal instructions, analyze, differentiate, read, compile, compute, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds), stoop, kneel, crouch, pull, push, reach, perform repetitive hand motions, hear, speak, distinguish colors, may work alone; travel within the District.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment  
Personal computer

**Paraprofessional Pay Grade: 5**  
**Salary Range: \$10.92 min./ \$13.65 mid./ \$16.38 max.**  
**Days: 226**  
**Wage/Hour Status: Nonexempt**  
**Updated: September 11, 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.*