

Migrant Records Clerk



Reports To: Director of Special Programs	Bargaining Unit: Wenatchee Assoc. of PSE
Salary Schedule: B	EEO Class: Level 5
FLSA Status: Hourly	Revised/Reviewed Date: January 2019

Summary:

Performs record management for Migrant and Bilingual data for State and Federal reporting. Performs a variety of data entry, clerical and general office duties.

Essential Duties and Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintains Migrant and Bilingual Data for State and Federal reporting.
- Perform data entry into MSIS
- Distribute migrant student list to schools
- Assist with EOY reporting.
- Assist with operation for annual State Bilingual testing.
- Design and maintain database of all required student information, test results, and any other program information.
- Collect data information for grants
- Responsible for the monitoring of Special Programs CSRS reporting.
- Responsible data entry and tracking of targeted/registered students.
- Required to understand the registration process and notebook keeping.
- Assist setting testing and family appointments
- Work with family advocates, office managers, and nurses, on data entry and reporting.
- Other duties as assigned.

Education and Experience:

- High School Diploma or equivalent.
- One year post-high school secretarial training including computer training.
- One-year work experience in record keeping, filing systems, data entry and/or data management.
- Excellent telephone and computer skills, with the ability to type 40 wpm.
- Ability to effectively relate to a diverse population.

- Attendance and punctuality are important in this position
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, talk and hear. The employee is frequently required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.