



**Job Title:** Counselor Secretary

**Wage/Hour Status:** Non-Exempt

**Reports To:** Principal/Counselor

**Pay Grade:** Support Pay Group 4

**Dept. /School:** Assigned Campus

**Date Revised:** 1/08/2019

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**Primary Purpose:**

Facilitate the efficient operation of the school counseling office and provide clerical services to professional staff. Maintain current and accurate confidential student records. Process student enrollment, transfers, and withdrawals for the campus.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient typing, word processing, and file maintenance skills

Ability to maintain accurate and auditable records

Effective organizational, communication, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets and databases, and do word processing

**Experience:**

Two years secretarial experience, preferably in a public education environment

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence:**

1. Prepare requisitions, correspondence, and transcripts using personal computer.
2. Prepare documents and lists for honor roll, awards assemblies, and other student recognition programs.
3. Record student information, including test scores and final grades, on permanent records.
4. Process and transmits request for student information
5. Create new student files and ensure completeness of records.
6. Assist with the registration of new students, including requesting and sending student records, setting up cumulative folders, and entering student data into appropriate databases or computer programs.
7. Assist with processing changes and adjustments to student schedules.

8. Assist campus administration and counselors with the preparation of reports and student data information.

**Reception and Phones:**

9. Serve as receptionist for counseling office.
10. Assist students, parents, and teachers including distributing testing, scholarship, and other college materials.
11. Assist counselor with scheduling of meetings and appointments.

**Other:**

12. Receive, distribute, and ensure security and confidentiality of testing materials.
13. Maintain college information library.
15. Maintains confidentiality.
16. Other duties as assigned

**Supervisory Responsibilities:**

None

**Equipment Used:**

Computer, printer, copier, typewriter, fax machine, and shredder.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*