

Chenango Valley Central School District
February 22, 2024

Vacancy Notice

Openings: **Student Record Specialist**

Qualifications: This is a civil service competitive appointment. There is no list for this title at this time. Candidate must meet the minimum civil service qualifications to be considered for a provisional appointment to this title. Successful candidate must pass the exam the next time that it is given and be reachable to receive a permanent appointment to the title.

Job Description: See attached

Civil Service requirements:

MINIMUM QUALIFICATIONS: A) Completion of two years (sixty credits) from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with coursework in business administration, office administration, business information management or a closely related field; OR B) Graduation from high school or possession of an equivalency diploma and two years of experience maintaining records; OR C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

Salary: Per Chenango Valley Support Staff Association Contract

Apply to: Submit Non-Instructional Staff application to Beth Donahue by Friday, March 1, 2024

Effective Date: March 2024

EOE

STUDENT RECORDS SPECIALIST

Department: Technology
Reports: Administrator

GENERAL RESPONSIBILITIES:

Responsible for a variety of student record-keeping tasks including the development of expertise in computerized student record-keeping practices, attention to details and requires decision making as to methods to be used. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Answers inquiries in person or by telephone/email regarding new entrants
- Meets with families to register students
- Reviews and checks a variety of complex student record documents for accuracy and completeness
- Reviews the status of student records and takes appropriate action as needed to complete the record
- Utilizes computer files to verify student admission status, documents on file, and other necessary information
- Enters compiled student information into a central computer system to be accessed by many college departments
- Tracks, monitors and updates a variety of student records within the computer system
- Prepares standard correspondence on matters related to student record-keeping
- Answers inquiries in person or by telephone regarding student record-keeping policies, procedures and requirements
- Produces reports based on in-house information or develops report requests for information stored in other areas
- Assists with the planning and running of special events sponsored by the department
- Coordinates and prioritizes bulk mailings and other projects
- Assists in the training of other departmental staff as assigned

QUALIFICATIONS:

- Good knowledge of office terminology, procedures, equipment and business English;
- Working knowledge of the theory and practices of entry and retrieval of computerized information
- Ability to organize and maintain accurate records and files
- Ability to develop effective working relationships and deal diplomatically with the public
- Ability to learn and utilize an automated record-keeping system
- Ability to follow oral and written directions
- Ability to perform close detail work involving considerable visual effort and strain
- Clerical aptitude, accuracy and good judgment
- Courtesy and integrity
- Experience working with children is preferred
- Must be able to tolerate a busy and sometimes loud work environment.