



Job Description

POSITION TITLE:	Student Services Technician	#2176
SALARY PLACEMENT:	Classified Salary Schedule Range 28	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a high school diploma or equivalent. Proficient in computer use along with word processing, spreadsheet, and database information systems.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess two years of varied and progressively responsible experience involving student services and/or clerical experience. One year of experience in school-related clerical duties. Proficiency in computer student information systems. Knowledge of general attendance laws, school enrollment, and guidelines. Basic knowledge of statistics. Experience working in a school district or county office of education, working directly with students in some type of student services function.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Word processing, database, and spreadsheets. Ability to carry out oral and written directions; ability to write correspondence independently; make routine decisions; communicate effectively; establish and maintain cooperative working relationships; be flexible and receptive to change.

SUMMARY OF POSITION:

Processes and prepares attendance and enrollment reports for San Joaquin County Office of Education; and assists in all aspects of student services under the direction of San Joaquin County Office of Education Administration. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Process attendance and enrollment for SJCOE sites
2. Prepare Average Daily Attendance and Enrollment reports for assigned SJCOE sites.
3. Process and maintains active and inactive student files.
4. Maintain strict confidentiality on all job-related matters.
5. Input data on student demographics, attendance, and enrollment.
6. Make mathematical calculations with speed and accuracy.
7. Prepare correspondence independently.
8. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.

5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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