

STUDENT DATA CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving responsibility for the performance of a variety of student record-keeping tasks. The work requires knowledge of computerized record-keeping, maintenance and review practices, and attention to detail. Incumbents must respond to a wide variety of telephone and electronic inquiries and the position involves moderate public contact. The incumbent works under general supervision with leeway allowed for the use of independent judgement. Supervisors are available for consultation on unusual problems or difficult assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains, reviews, checks and compiles a variety of complex student record documents for accuracy, completeness and integrity of data;
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 various college departments;
Tracks, monitors and updates a variety of student records within a wide range of varying computer systems and programs;
Prepares standard correspondence on matters related to student record-keeping, programs, information and events;
Answers inquiries in person, electronically or by telephone regarding student record-keeping policies, applications, processes or status of information, procedures and requirements;
Produces reports based on in-house information or develops report requests for information stored in other areas;
May assist with the planning and running of special events sponsored by the department;
Coordinates and prioritizes bulk mailings and other projects;
Controls a variety of records and reports both internal and external;
Performs searches for data and or information, may compile and report such findings;
May assist in information audits and compliance to an assigned committee.
Does related work as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, equipment and business communication. Working knowledge of the practices of entry and retrieval of computerized information. Ability to organize and maintain accurate records and files. Ability to develop effective working relationships and work 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 judgement. Courtesy and integrity.

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The physical demands described here are representative of those that must be met by an employee to successfully perform 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 frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: EITHER:

A. Possession of an Associate's degree or higher;

OR

B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education **AND** one (1) year of full-time, paid clerical experience, which shall have involved typing.

NOTE: Part-time experience will be prorated as appropriate

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
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