

Job Title: **TESTING CLERK**

Responsible to: Principal

Performance Responsibilities:

The Testing Clerk coordinates district wide testing for national, state, and locally developed assessments. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employee must have the ability to work independently and use good judgment in decision making.

Duties include:

- Tracking and data analyses of locally developed assessments as well as a variety of state and national tests.
- Data entry; scanning, and printing/distributing reports to appropriate office/staff.
- Performance of a variety of clerical activities including typing, filing, and record keeping.
- Sort and file a variety of documents and testing records according to predetermined classifications; maintains and updates alphabetical, index, and cross-reference files.
- Preparation of test orders and/or timely communication of information required to complete tests and documents needed for testing purposes.
- Knowledge of and the ability to use software including Excel, database software (Access), and word processing.
- Produce and/or complete a variety of forms and correspondence from clearly defined sources accurately and of professional quality.
- Receives and assists students, faculty, parents, and the public providing requested information or referring to appropriate person.
- Operates a variety of office equipment such as word processor, typewriter, printer, xerox, telephone, calculator, personal computer, and computer terminal.
- Performs related duties similar to the above in scope and function, as required.
- Performance of a variety of responsible support duties and functions at a journey level of classification.
- Provide support/assistance to administration office, library, or classroom settings as need arises and time allows.

Minimum Qualifications:

Knowledge of:

proper English usage, grammar, spelling, and punctuation;
basic arithmetic including addition, subtraction, multiplication, and division;
proper office methods, procedures, and practices.

Ability to:

Learn and effectively apply methods, practices, and policies of assigned office;
maintain record keeping systems and data files in a timely manner;
follow both oral and written instructions;
type at a rate of 40 words per minute net;
operate standard office equipment including typewriter, word processor, computer terminal, printer, calculator, xerox, mimeograph, intercom, bus radio base station, etc.;
perform routine arithmetical calculations using addition, subtraction, multiplication, and division; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Characteristics:

see to read;
hear normal conversation;
speak clearly;
manual dexterity to operate keyboards, calculators and other office machinery;

Education and Experience:

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge's and abilities listed above.

Working Conditions:

School environment; subject to frequent interruptions.