

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Demographics Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	027 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Assist in data gathering, computer entry, and mapping and graphing of data for planning activities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Communicate with real estate developers to obtain enrollment and housing development data. **E**

Enter enrollment, demographic, economic, and other statistical data into computer. **E**

Respond to data inquiries from the Board of Education, district staff, other agencies, and the public. **E**

Prepare maps and graphics materials. **E**

May represent the Demographer at meetings to provide and/or explain data.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to formal post-high school training in the operation of personal computers including familiarity with a variety of data base management, spreadsheet, and word processing programs and applications. Some training and/or experience in demographics and statistics is desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of personal computers and software.

Reading and writing English communication skills.

ABILITY TO:

Learn to use the LandTrak Geographic Information System software.
Read and comprehend maps and drawings used in planning activities.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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