

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Testing Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OTBS
REVISED:	October 15, 2002		

BASIC FUNCTION:

Perform specialized, technical activities related to test scoring, data processing, and the completion of other pupil testing or related evaluation projects.

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

Operate or supervise the operation of optical scanning machines to score, analyze records, and display information. **E**

Plan, process, coordinate, and expedite on-going and special data processing and testing projects. **E**

Prepare local, state, and national norms for conversion of raw scores. **E**

Prepare graphs, diagrams, and charts for statistical analysis. **E**

Prepare card layouts for test processing; designs forms; maintain files and inventory and provide special testing information services. **E**

Direct the work of clerical assistants. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to through two years of recent, full-time equivalent, paid, increasingly responsible experience in a technical-clerical assignment involving accounting or statistics; experience in the operation of optical scanning equipment is desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures.

Test scoring and conversion procedures.

Program preparation for scoring, analyzing, and recording data.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Operate data processing and optical scanning machines and equipment with skill, speed, and accuracy.

Develop, analyze, and display statistical data.

Train and direct the work of clerical or other assistants.

Assume responsibility and exercise sound judgment.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing 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.

Revised 3.30.04—PeopleSoft

Job Code 6240

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