

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: TESTING AND TRANSCRIPT EVALUATOR**

#### **RANGE: 17**

#### **BASIC FUNCTION:**

Under the direction of an assigned Principal-Student Programs, provide a variety of clerical, secretarial and record-keeping services in support of the educational program including work with GED tests and student transcripts; perform a variety of duties involved in the administration, scoring and reporting of GED tests; process, file and evaluate student transcripts.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide a variety of clerical, secretarial and record-keeping services in support of the educational program including work with GED tests and student transcripts; distribute, process, collect and evaluate related forms and documents.

Compile and prepare GED testing materials; schedule and administer student tests according to established policies and procedures; score completed GED tests; record and distribute results to students and teachers; order, receive, inventory and verify testing materials.

Request, receive, process and file student transcripts; evaluate transcripts to determine allowable credits and student ability to meet graduation requirements during incarceration; prepare and disseminate County Office and GED transcripts to students and outside agencies as requested.

Establish and maintain permanent student records; update records with data and information related to student GED scores, classes, earned credits and other required information; prepare a variety of reports related to GED results, diplomas, transcripts, evaluations and assigned activities.

Compile and evaluate a variety of student data and information; input a variety of student data into an assigned computer system; establish and maintain automated records and files; create queries and generate computerized transcripts and reports; assure accuracy of input and output data.

Serve as a liaison between the County Office, governmental agencies, school districts, students and various outside agencies concerning assigned Jail Education functions; respond to inquiries and provide information concerning related standards, practices, requirements, policies and procedures.

Process adult and high school diplomas for approval; prepare and distribute paperwork required for student graduation to the Department of Education; receive, duplicate and file approval paperwork for diplomas.

Perform a variety of secretarial duties in support of the educational program; receive, screen and route telephone calls; greet and assist visitors; receive, sort and distribute mail; order office and instructional supplies as requested.

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Compose and distribute a variety of correspondence such as letters, memoranda, e-mail, notices and informational materials.

Maintain various logs, records and files related to Independent Study, GED, student transcript requests, custody correspondence and assigned activities.

Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; drive a vehicle to conduct work.

Participate in a variety of other assigned activities such as collecting and verifying payroll, assisting in the preparation of the annual GED contract, assisting with County Office inventories and collecting GED fees.

Attend and participate in various meetings, conferences and in-services as assigned; prepare agenda items and take, transcribe and distribute minutes as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Basic transcript evaluation and processing methods, procedures and guidelines.

General practices, procedures and techniques related to the administration, record-keeping, reporting and scoring of assessment tests.

State and District requirements for graduation.

Record-keeping and report preparation techniques.

Data control procedures and data entry operations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

**ABILITY TO:**

Provide a variety of clerical, secretarial and record-keeping services in support of the educational program including work with GED tests and student transcripts.

Perform a variety of duties involved in the administration, scoring and reporting of GED tests.

Process and evaluate student transcripts to determine allowable credits.

Learn policies and objectives of assigned programs and activities.

Assemble, organize and prepare data for records and reports.  
Type or input data at an acceptable rate of speed.  
Compose correspondence and written materials independently or from oral instructions.  
Establish and maintain manual and automated records and files.  
Compile and verify data and prepare reports.  
Answer telephones and greet the public courteously.  
Understand and follow oral and written instructions.  
Work independently with little direction.  
Meet schedules and time lines.  
Operate a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate of arts degree or equivalent; and/or GED State Approval Certificate; and three years of increasingly responsible clerical experience involving public contact and record-keeping duties.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Bending the waist, kneeling or crouching to file and retrieve materials.