

**PUPIL PERSONNEL RECORDS TECHNICIAN**

**DEFINITION**

Under general supervision, to initially screen all foreign student applicants and make recommendations concerning eligibility for enrollment; to microfilm, maintain and retrieve permanent student records; to work closely with immigration authorities regarding foreign student visas; and to act as an interpreter in matters relating to pupil personnel.

**EXAMPLES OF DUTIES**

Interviews foreign student applicants and instructs them in enrollment procedures and qualifications; reviews foreign student transcripts to determine academic achievements and citizenship records to determine eligibility for enrollment and makes appropriate recommendation and issues certificates of eligibility; notifies immigration authorities of all changes affecting foreign students' eligibility for continuing enrollment and visa renewal; microfilms and files permanent student records and issues transcript copies per requests to colleges, businesses, and individuals; seals student records upon receipt of court orders; researches student record files upon request to locate records on previous students when little information is provided as year or school attended; types work permits, attendance permits, and memorandum and letters when translating is required; answers questions from public regarding pupil personnel policies; serves as interpreter during parent interviews and home visits for attendance counselor; supervises a part-time clerk involved in routine clerical tasks; and performs related duties as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Modern office methods and practices with emphasis on microfilm filing and storage systems;  
Correct English usage, spelling, grammar and punctuation.

and

**Ability to:**

Learn and interpret specific laws, rules, and policies and to apply them in good judgment;  
Learn quickly and accurately how to use district microfilming equipment;  
Meet the public tactfully and courteously and to answer questions in person and by telephone;  
Work cooperatively with others.

and

**Skill:**

Typing speed of 45 net words per minute.

and

**Experience:**

One year of clerical experience in typing and clerical work.

and

**Education:**

Equivalent to graduation from high school.

and

**Special:**

Ability to speak and write the Spanish language fluently.