



Maintain and update student records; prepare a variety of records and reports related to assigned activities as directed; purge and maintain files according to established procedures; submit reports to the California Department of Education as appropriate according to established timelines; collect, process, package and coordinate shipping of testing materials to the State for scoring

Participate in maintaining the department budget; monitor expenditures; order testing or office materials and supplies as needed

Participate in various pre-testing activities including viewing pre-test Webcast for District STAR coordinators, preparing and conducting a pre-test training for site coordinators, and providing assistance to test site coordinators as needed

Operate office equipment including a copier, fax machine, typewriter, computer and assigned software applications; operate a hand truck and cart; drive a vehicle to various sites to pick up or deliver testing materials

#### OTHER DUTIES

Perform related duties as assigned

#### KNOWLEDGE OF:

Methods, practices and terminology used in test administration

Modern office practices, procedures and equipment

Technical aspects of the school testing field

Applicable law

Any combination equivalent to: associate's degree in a related field and two years of increasingly responsible secretarial or administrative experience including some experience in student testing activities

Some incumbents in this classification may be required to possess a valid California driver's license.

**ENVIRONMENT:**

Office environment

Constant interruptions

Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Hearing and speaking to exchange information in person and on the telephone

Bending at the waist, kneeling or crouching to file materials

Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds

Seeing to read a variety of materials