

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Transcript Specialist

JOB CODE: 4098

DEPARTMENT: Personnel Operations and Records PAY GRADE: 23 (UO)

DATE: 05/31/05

BASIC OBJECTIVES

This is responsible clerical and technical personnel work supporting an administrative superior in assigned area of responsibility such as : personnel records, compensation, staffing, recruitment, certification evaluation, staff development, and applicant/employee processing.

Strict adherence to established HR procedures is maintained in a manner consistent with M-DCPS policies and guidelines.

JOB TASKS/RESPONSIBILITIES

1. Receives, evaluates and processes college and/or university transcripts in area of assignment.
2. Reviews supporting documentation submitted with transcripts for compliance with departmental guidelines and procedures.
3. Reviews transcripts and verifies assigned college/university code as cross-referenced from the database available in the online personnel reporting system Bas header file. Reviews program of graduation (as applicable). Updates personnel screen as applicable with college or university information. If code is not found on Bas Header file, researches college/university using internet web sites. Collects information and informs department administrator. Maintains and tracks information using database.
4. Contacts colleges and universities to verify validity of transcript or diploma for prospective applicant and/or employees. Collects information and informs department administrator when discrepancies are found. Maintains and tracks information into database.
5. Researches college/university accreditation using internet web sites. Collects information and informs department administrator when no accreditation is found.
6. Scans transcripts and supporting documents using a color scanner. Prepares batch using the Personnel Imaging System.

7. Answers inquires from applicants/employees regarding employment opportunities, application procedures, documentation requirements and related required personnel documents.
8. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: bending, stooping, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Progressively responsible clerical or technical experience in personnel management services.
3. Knowledge of M-DCPS HR employment application practices and procedures.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.

Previous revision date(s):