

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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| <b>TITLE:</b>          | Health Services Clerk | <b>CLASSIFICATION:</b>   | Classified Non-Management (SEIU/Office-Technical) |
| <b>SERIES:</b>         | None                  | <b>FLSA:</b>             | Non-Exempt  |
| <b>JOB CLASS CODE:</b> | 9743                  | <b>WORK YEAR:</b>        | 10 to 12 Months                                   |
| <b>DEPARTMENT:</b>     | Health Services       | <b>SALARY:</b>           | Range 38<br>Salary Schedule C                     |
| <b>REPORTS TO:</b>     | Assigned Supervisor   | <b>CABINET APPROVAL:</b> | 10-20-17  |

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform variety of clerical duties related to the set-up and maintenance of student health records, health record reporting requirements, referrals and reports for assigned schools, assist in coordinating health screenings and testing programs, assist in scheduling coverage of specialized health care for students, and administer routine first aide to students and staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or it

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Administer CPR in emergency situations as necessary; refer other emergencies to nurse or administrator; and

Health and safety regulations.

**ABILITY TO:**

Perform a variety of clerical duties related to maintaining student health records, referrals, and reports.

Learn terminology, processes, and operations of assigned office.

Communicate effectively with students, parents, staff, and administration.

Learn, interpret, apply, and explain applicable laws, codes, rules, and regulations.

Learn District organization, operations, policies, and objectives.

Administer first aid and CPR.

Provide consultation to parents, students, teachers, and others.

Screen students for various health and safety concerns.

Prepare and maintain record(i)Bp-5.0(uo)10.0( , a)-320(n)-0.0(de)-3.n