

## **ATTENDANCE/RECORDS CLERK**

### **DEFINITION**

Under general supervision, performs clerical functions pertaining to pupil enrollment and attendance record management systems; performs a variety of clerically related tasks regarding pupil enrollment and attendance reports; performs other related work as assigned and/or required.

### **ESSENTIAL DUTIES**

- performs clerical activities and functions related to student enrollment and attendance requiring familiarity with legal mandates, policies, and regulations
- collects, compiles, computes, and verifies daily attendance records
- prepares daily and monthly summary reports regarding student attendance and enrollment data
- posts pupil absences and clears absences by reviewing parental notes and through telephone contacts
- issues admittance forms to students who are late or returning from an absence
- assists in the preparation and distribution of correspondence regarding excessive pupil absences
- performs a variety of enrollment and attendance record management, storage, and retrieval functions
- assists in the preparation of documents and records for archive storage
- prepares enrollment and attendance related reports which contain sensitive and confidential information
- operates a computer system in inputting pupil enrollment and absence data and extracts output for reports as required
- responds to questions regarding student enrollment and attendance that may require research and data abstraction
- receives and initiates a variety of telephone and personal contact with District personnel and parents regarding enrollment and attendance related matters
- performs other duties as assigned and/or required

### **QUALIFICATIONS**

**Knowledge of:** Modern office practices, methods, and procedures, appropriate English usage, spelling, grammar, punctuation and mathematical concepts; standard office machines and equipment, including computer systems and micro-computers; operational procedures and policies, rules, regulations, and legal provisions pertaining to student enrollment and attendance matters. **For bilingual positions: knowledge of written and oral Spanish or other designated language.**

**Ability to:** Perform general clerical work requiring speed and accuracy; prepare clear and concise reports; understand and clearly communicate legal mandates, policies, and regulations pertaining to attendance related matters; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; establish and maintain cooperative working relationships.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but will walk or stand for brief periods
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Two years of responsible clerical experience, preferably involving contact with the public.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier.

**Certificate Requirement:** Verification of a current First Aid certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.