



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## ATTENDANCE/RECORDS CLERK

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, 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:

- Perform clerical activities and functions related to student enrollment and attendance requiring familiarity with legal mandates, policies and regulations.
- Collect, compile, compute, and verify 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.
- Issue admittance forms to students who are late or returning from an absence.
- Prepare and distribute correspondence regarding excessive pupil absences.
- Perform a variety of enrollment and attendance record management, storage, and retrieval functions.
- Prepare documents and records for archive storage.
- Prepare enrollment and attendance related reports which contain sensitive and confidential information.
- Operate a computer system in inputting pupil enrollment and absence data and extracts output for reports as required.
- Respond to questions regarding student enrollment and attendance that may require research and data abstraction.
- Receive and initiate a variety of telephone and personal contact with District personnel and parents regarding enrollment and attendance related matters.
- Perform other job-related duties as assigned and/or as required.

### KNOWLEDGE AND ABILITIES:

#### 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 assigned software applications.
- 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 and use appropriate software applications
- Understand and follow oral and written directions
- Establish and maintain cooperative working relationships.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

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

### EXPERIENCE:

Two years of paid full-time responsible clerical experience, preferably involving contact with the public. Recent job-related experience within the last five years is required.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's License.
- 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 employment.
- Insurability by the District's liability insurance carrier.

## **WORKING CONDITIONS:**

Indoor environment. Fast-paced, with heavy workload, and constant interruptions

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the 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.

### POTENTIAL HAZARDS:

N/A

**Revision Date: 2/1/2024**