

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.**

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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: 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.