



Date Adopted:	9/15/09
Range:	11
Classified:	CSEA

## Job Description

## ATTENDANCE CLERK

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### **BASIC FUNCTION**

Under general supervision, perform clerical functions pertaining to student enrollment and attendance record management system; perform a variety of clerical related tasks regarding pupil enrollment and attendance reports.

### **MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Perform clerical activities and functions related to student enrollment and attendance, requiring a familiarity with policies and regulations.
- Collect, compile, compute and verify pupil daily attendance reports utilizing a computerized student information system.
- Prepare daily and monthly summary reports regarding student attendance and enrollment data.
- Post pupil absences and clear absences by reviewing parental notes and/or telephone contacts.
- Assist in the preparation and distribution of correspondence regarding excessive pupil absences.
- Perform a variety of enrollment and attendance record management, storage and retrieval functions.
- Prepare data for input into computerized record management, storage, and retrieval system; utilize queries and reports.
- Respond to questions regarding student enrollment and attendance.
- Receive and initiate a variety of telephone and personal contacts with District personnel and parents regarding enrollment and attendance related matters.
- May assist in the preparation of documents and records for archive storage.
- May issue admits, early dismissal, study hall and other types of forms to students.
- May train and monitor student workers.
- Other related work as required.

### **QUALIFICATIONS**

#### ***Knowledge of:***

1. Modern office practices, methods, and procedures.
2. Appropriate English usage, spelling, grammar, punctuation, and arithmetic concepts.
3. Modern office methods and equipment, including computers and application software.
4. Automated record management and filing systems; receptionist and telephone techniques; correspondence and report writing.

5. California Education Code and District attendance policies.
6. Operational procedures and policies, rules, regulations, and legal provisions pertaining to student enrollment and attendance matters.

**Ability to:**

1. Perform clerical work requiring speed and accuracy.
2. Prepare clear and concise reports.
3. Understand, apply and clearly communicate legal mandates, policies, and regulations pertaining to attendance related matters.
4. Type or keyboard at a net corrected speed of 40 words per minute.
5. Establish and maintain cooperative and effective working relationships.
6. Understand and carry out oral and written directions.
7. Work with discretion and in confidence with student information.
8. Communicate both orally and in writing in a clear and concise manner.

**EXPERIENCE**

Two years of secretarial and/or clerical experience is required. Experience within an educational organization is preferred.

**EDUCATION**

High school graduation or equivalent is required.

**LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED**

Successful completion of the District's basic skills test. Current (within 1 year) evidence of the ability to type 40 net wpm.

**WORKING CONDITIONS**

***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be an indoor school office environment.

***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

Lift, carry, push and/or pull items with a strength factor of light work.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Possess dexterity of hands and fingers to operate equipment necessary to perform job functions.

Stand and walk.

Bend at the waist, kneel or crouch.

Sit or stand for extended periods of time.

Climb a step stool or ladder and reach above shoulders.

***Hazards:***

Contact with dissatisfied or abusive individuals.