

Classification Summary

1. Performs clerical activities typically oriented to the documentation and processing of student at attendance records.
2. Coordinates and prepares reports, maintains records requiring compilation and classification of varied information, and maintains control functions where legal time limits and procedural requirements are critical.

Distinguishing Characteristics

Distinguished from other secretarial and clerical classes by the primary focus of the position on the maintenance of confidential student attendance records.

Supervisory Relationships

1. Works under the direct supervision of the school administrator.
2. May assign and review work of other lower classified clerical employees and (0-30) workstudy student assistants, parent volunteers, and office assistants. Although the position may lead other clerical workers, the position holds no direct accountability for employee performance appraisal, evaluation, hire or termination.

Examples of Duties

1. Independent compilation of information and record according to procedural regulations; document student attendance and notify parent/teacher.
2. Maintain knowledge of federal, state and district laws and codes regarding attendance requirements.
3. Complete reports for state and district personnel. Maintain accurate, up-to-date records and supply administrators with correct information when necessary.
4. Compose memos and correspondence; distribute as necessary to subordinates, teachers, students, and parents.
5. Use computer for data entry and assembly; research, retrieve and print records or documents for department use as requested.
6. Order departmental supplies and maintain inventory.
7. May receive, sort and distribute in-district and U.S. mail.
8. May act as telephone and personal receptionist; screen and answer inquiries from other departments and public; relay messages.
9. May assist at registration sessions and workshops, or in enrolling and withdrawing students.

Required Knowledge, Skills and Abilities

1. Ability to post data and make rapid and accurate mathematical calculations necessary in detailed record keeping.
2. Demonstrated competence in typing, data entry and use of current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
3. Highly developed written and verbal communication skills. Ability to communicate effectively with public, parents, students, staff and public service organizations. Ability to establish and maintain effective working relationships.
4. Ability to work under pressure of simultaneous deadlines and stress of frequent interruptions.
5. Ability to work independently. Ability to schedule research, compilation, and timely submission of required district and state reports. Respect for confidentiality.

Minimum Qualifications for Class Entry

Previous training in secretarial, clerical and bookkeeping practices and procedures. Two years secretarial or clerical work including experience in data processing or EDP terminal operation.

Work Environment

Works in a school office setting.