

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSTION TITLE:** Elementary Attendance Clerk

**DEPARTMENT/DIVISION:** Clerical

### **POSITION SUMMARY:**

Under direct supervision of site principal to perform a variety of general clerical typing, recordkeeping, or student service functions either at an elementary (K-5) school; to assist students, parents and teachers in matters relating to attendance.

### **ESSENTIAL FUNCTIONS:**

1. Performs a wide variety of clerical work including typing, word processing, data entry, proofreading, filing, checking and posting information to records.
2. Assists in the registration of students.
3. Answers the telephone and waits on students or the general public, giving information as required
4. Works closely with site secretary in specific tasks/projects as determined.
5. Prepares, posts to and maintains files and records of students, purchasing, maintenance, inventory, personnel, and related business matters;
6. Coordinates scheduling of school and community activities held at the school
7. Contacts parents regarding student absences
8. Operates office equipment and keeps records as directed
9. Prepares transcripts of students
10. Types/prepares letters, reports, memoranda, library and textbook lists, library catalog cards, bulletins or other material from oral direction, rough draft, copy notes, or transcribing machine recordings
11. Takes lunch counts and collects and accounts for monies
12. Performs mathematical calculations
13. Receives, sorts and distributes incoming and outgoing mail
14. May fill in as a receptionist
15. Assists with minor first aid, may administer medication.
16. May prepare statistical reports including attendance report
17. May maintain records of school keys and inventory list of school equipment and machines.
18. Maintains regular and prompt attendance in the workplace.
19. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must pass District required testing. High school diploma or equivalent required. One year of clerical experience required.

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**SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
2. Knowledge of basic computer skills including, but not limited to, Microsoft Word and Excel.
3. Knowledge of basic clerical operations performed in a public school.
4. Knowledge of office methods and procedures.
5. Ability to operate standard office equipment.
6. Ability to type at a speed of 40 words a minute from clear copy.
7. Ability to perform routine clerical work, including ability to make simple mathematical calculations.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. Use a telephone.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
7. Stand, walk and bend over.
8. Reach overhead, grasp, push/pull.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with students, school site staff and the public.

**SALARY:** Range 28

**BOARD APPROVED:** Elem: 7/15/86  
TUSD: 3/27/01