

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: High School Attendance Clerk

DEPARTMENT/DIVISION: Clerical

POSITION SUMMARY:

Under general supervision of the site principal to perform responsible secretarial duties involving compiling and posting daily attendance records and reports, to assist students, parents, teachers and counselors in matter relating to attendance and scheduling.

ESSENTIAL FUNCTIONS:

1. Contacts people in person and by phone.
2. Personally performs daily attendance accounting work required to keep accurate daily school attendance records.
3. Assists teachers with electronic classroom attendance.
4. Performs a variety of clerical work including typing, word processing, data entry, proofreading, filing, checking and posting information to records.
5. Waits on students in attendance office.
6. Prepares and issues admit slips to class and permits to leave school grounds.
7. Checks with parents to verify absences.
8. Reminds students to bring excuses in order to receive excused absence and follows up to ensure that excuses are received.
9. Operates various office machines.
10. Files school information.
11. Assists counselors with registration activities.
12. Types/prepares correspondence for counselors and administration.
13. Assists with other activities carried out by student services center.
14. Provides support for AP secretary during her lunch and busy times.
15. Assists with providing central dispatching service.
16. Sends out messages to students.
17. May supervise student assistants.
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 equivalent required. One year of experience in a clerical setting, to include public contact. Previous school office experience is desirable.

POSITION TITLE: High School Attendance Clerk

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate to advanced elements of correct English usage, grammar, spelling, punctuation and vocabulary.
2. Knowledge of methods of dealing with people in a non-judgmental manner and exercising a high level of patience.
3. Knowledge of office methods and procedures, including letter and report writing.
4. Knowledge of receptionist and telephone techniques.
5. Knowledge of basic computer skills including, but not limited to, Microsoft Word and Excel.
6. Ability to operate standard office equipment.
7. Ability to understand people's needs, to listen in a patient, understanding, non-judgmental manner to students, parents and faculty members when they express their needs and concerns.
8. Ability to develop a rapport with students and understanding their needs.
9. Ability to assist students, parents and faculty members with individual questions and concerns in an open friendly manner.
10. Ability to work on own initiative and organize work so as to meet deadline demands.
11. Ability to type at a speed of 55 words per minute from clear copy.
12. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must 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. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull.
8. 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/district staff and the public.

SALARY: Classified range 26

BOARD APPROVED:

HS: 10/24/89
Revised: TUSD: 03/27/01