

	<p><b>Registrar I</b></p> <p>(previously Office Specialist I)</p>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: June 29, 1994  Board Approval: June 12, 2012  Revision Date: June 12, 2012  Personnel Commission:  Range: 44  Reports to Site Administrator</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Perform various complex and specialized secretarial and clerical functions under the direction of the school administrator(s) at a middle school site. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class requires a high degree of positive contact with students, school staff, and others. Employees in this classification require extensive knowledge of office practices and procedures and knowledge of computerized record keeping systems and methods.

**REPRESENTATIVE DUTIES:**

- Register and enroll new students; collect and process enrollment forms and information; request, receive and review incoming new student records, files and transcripts; evaluate and verify courses, course credits and student information as needed
- Coordinate, compile, prepare, verify and process testing for placement of new student
- Establish, maintain, update, and research complex computerized and/or manual files, records, and logs; runs simulations and prints reports
- Operate variety of basic office equipment
- Establish and maintain permanent cumulative student records including processing basic student assignments, student class requests, classroom, and master schedules; review and analyzes out-of-district transcripts and assists in determination of District equivalencies; prepares official transcripts for transfers and maintains official lists
- Prepare, develop and modify student schedules according to establish standard and procedures; notify faculty, administrators and others of scheduling changes
- Serve as informational resource to students, parents, staff, and others
- Prepare correspondence; receive and direct calls; provide information regarding office/program operations, policies and procedures
- Train and assist computer records system users and adds new users
- Perform basic First Aid in accordance with established District policy
- Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation and be able to follow both oral and written instructions independently
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of computer database office support systems and operations as appropriate to assignment
- Knowledge of complex office methods, procedures, and practices
- Knowledge of mathematics to perform calculations and basic statistical computations with speed and accuracy
- Ability to coordinate/manage the use of designated computerized and manual record keeping systems as appropriate to assignment

- Ability to perform a wide variety of highly responsible and complex clerical support functions with speed and accuracy
- Ability to learn, interpret, and apply procedures, standards
- Ability to analyze situations and taking appropriate action without immediate supervision
- Ability to plan and organize assigned tasks so as to meet prescribed timelines
- Ability to operate standard office equipment
- Ability to pass a standardized typing test at the rate of 50 words net per minute, desired
- Ability to establish and maintain effective working relationships with those contacted in the performance of required duties
- Ability to demonstrate sound and independent judgment in the interpretation, application or modification of existing methods and procedures

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

- Primarily indoor school office environment; subject to frequent interruptions

#### PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information in person or on the telephone
- Lifting, carrying, pushing/pulling or bending at the waist as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- One to two years of secretarial/clerical experience is desired
- Typing certificate is required, net 50 wpm, desired
- Bilingual ability may be desirable

### **LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License
- May require pre-employment physical examination

### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.