



## REGISTRAR

Revision Date: 09/24/14

### BRIEF DESCRIPTION OF POSITION:

Under the direction of a designated administrator, operates a computer terminal to enter, maintain and generate records regarding student academic information; provides information and assistance to students, parents, and outside agencies pertaining to student records.

### STATEMENT OF TYPICAL DUTIES:

- a. Enters and updates student data such as, test scores, grades, schedules and maintains files on parent and student information including name, phone number, address, and other personal data. *E*
- b. Maintains physical files and computer records on enrolled students according to District policies and State, Federal and Local regulations.
- c. Enrolls new students and freshmen and enters appropriate data in the computer; deletes information for students who drop, transfer or withdraw from school.
- d. Provides transcripts and forwards records as requested for students, colleges and scholarship applications in accordance with established guidelines. *E*
- e. Processes new student transcripts and establishes appropriate files, generates and distributes transcripts for transfer students. *E*
- f. Answers telephones and provides information and assistance to parents and various others regarding student records. *E*
- g. Communicates with faculty, administrators, counselors, and others regarding student programs, grades, and test scores. *E*
- h. Generates various records, reports, letters and lists, and provides support and assistance to other staff, as needed. *E*
- i. Distributes, collects, and delivers completed referral and semester grade sheets to data processing staff. *E*
- j. Assists with development of master schedule; enters and updates, as necessary. *E*
- k. Performs duties of EDP Terminal Operator - Attendance in incumbent's absence. *E*
- l. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

### KNOWLEDGE AND ABILITIES:

Knowledge of:

- Policies, procedures and terminology related to student records.
- Computer operation and data entry skills.
- Record keeping techniques.
- Modern office practices, procedures and equipment.
- Verbal and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- Telephone techniques and etiquette.

Ability to:

- Operate a computer terminal and enter and maintain data accurately.
- Operate a variety of office equipment.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Complete work with many interruptions.
- Understand and follow verbal and written directions.
- Maintain records and prepare reports.
- Work independently with little direction.
- Perform clerical duties.

**EDUCATION AND EXPERIENCE:**

A High School Diploma or GED and three years increasingly responsible student records experience including experience in the operation of a computer terminal.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS:**

High school office environment.