

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Registrar I

DEFINITION:

Under general supervision, independently perform various technical and complex clerical duties related to the maintenance of student records according to established laws, rules and regulations for the Juvenile Court & community Schools (JCCS) Program: provide assistance in the training of school office personnel regarding student records and graduation requirements; explain laws, policies and procedures to students, staff and the public; enter and maintain student information in the a computerized data system; prepare related reports.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification work at an assigned school site whereas incumbents in the classification of Registrar II work in the administrative office of the JCCS Program. Differences in the classifications are in level of responsibility, independence, and decision making in the performance of a variety of technical/clerical duties. Additionally, incumbents in the Registrar II classification play a more significant role in trainings related to transcript evaluation and maintenance.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Independently perform various technical and complex clerical record keeping duties related to the maintenance of student records for the JCCS Program.

Evaluate and process grade transcripts.

Collect and verify the graduation portfolio and verify completion of graduation requirements submitted by regional sites.

Maintain senior graduation projects.

Release student records to a variety of agencies including local school districts, Department of Human Services, the Probation Department, colleges and universities, branches of the military, etc.

Provide information to school districts, probation officers, social workers and other agencies on program policies and procedures and student status, discipline and assessment.

Prepare and verify records for student release.

Research, compile and evaluate student transcripts.

Prepare transcript worksheets and convert student credits to equivalent JCCS credits.

Enter and maintain student records and grade reports in a computerized data system.

Prepare related statistical and numerical reports.

Process students for graduation and maintain graduation database.

Process work permit applications and maintain work permit database.

Maintain a variety of other records and databases.
Advise JCCS teachers of student information.
Prepare a variety of correspondence including reports.
May lead the work of other clerical personnel.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed below. A typical qualifying background would include: a minimum of two years of progressively responsible office/clerical experience involving strict and continuous attention to detail in the maintenance of complex manual and computerized records, preferably in a school setting. Experience must include a high level of interpersonal contact. Previous experience compiling and evaluating student transcript information is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Thorough knowledge of computerized data systems as utilized for attendance accounting, enrollment, and transcript preparation.

General knowledge of: State rules and regulations governing attendance accounting; automated recordkeeping systems.

Modern office procedures, organization and equipment; effective recordkeeping systems and procedures; personal computer operations and related word processing and spreadsheet applications

ABILITY TO:

Work with close attention to detail and accuracy

Communicate effectively orally and in writing

Establish and maintain effective working relationships with all levels of staff

Collect data and prepare correspondence and reports

Read and accurately interpret laws, rules, and regulations pertaining to student records, graduation requirements, and other topics pertinent to the classification

Make decisions on procedural matters within the scope of established policy

Type accurately at a rate of speed sufficient for successful job performance.

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

WORKING CONDITIONS & PHYSICAL ABILITIES:

School office environment.

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects.

Established	Revised	Approved by Personnel Commission	FLSA Status	Job Code	Salary Range
09/1999	10/1999 11/2002 02/2005 07/2009 04/2105		Exempt		42

Approved: 
Assistant Superintendent, Human Resources