

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: ATTENDANCE CLERK**

**REPORTS TO:** School Principal

**EXEMPT STATUS:** Non-Exempt

**APPROVED:** January 14, 2016- Order #2016-1720

**BASIC FUNCTION:**

Assist in enforcing attendance laws and requirements; process and maintain attendance referrals.

**REPRESENTATIVE DUTIES:**

- Assist in enforcing attendance laws.
- Work with juvenile court in matters involving school children.
- Process attendance referrals and send final notices as required.
- Visit homes of students to determine cause of non-attendance.
- Assist in investigation of new school employees for crime file check as required.
- Maintain regular attendance.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

**ABILITY TO:**

- Assist in enforcing attendance laws and requirements.
- Process and maintain attendance referrals.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Maintain records and prepare reports.
- Work independently with little direction.

**PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and one year general clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license.