3/4/2020
September 2016
FLSA: Non-Exempt
Range: 13

REGISTRAR

DEFINITION
Under the general supervision of the Principal, performs complex clerical and statistical recordkeeping associated with the processing and maintenance of permanent school records; assures compliance with established rules, regulations, policies, and procedures; assists with secretarial and clerical duties in the counseling office; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Principal or designee. Exercises no supervision of staff.

CLASS CHARACTERISTICS
This classification is responsible for performing a variety of complex clerical and statistical duties, including enrollment and maintenance of permanent school records and transcripts, recordkeeping, data entry, compiling and organizing information from various sources, interacts with the public regarding enrollment, school and district information, and may perform general secretarial and clerical duties in support of the counseling office. Incumbents assigned to this classification perform the full range of duties as assigned, working independently, and exercising judgement and initiative. This classification is distinguished from the Office Assistant in that the latter performs general clerical and secretarial duties.

ESSENTIAL JOB FUNCTIONS
Prepares, updates, and maintains a variety of computerized student records and files including cumulative records, grades, credits, transcripts, inter-district agreements, etc.; and maintains confidentiality of sensitive and privileged information.

- Processes enrollment, disenrollment, and transfer paperwork for students.
- Prepares and disseminates grades and paperwork to teachers; inputs and reviews data for the development of progress reports, report cards, and transcripts; and resolves incomplete grades or other related problems.
- Requests records and transcripts for new students from previous schools; reviews and evaluates transcripts received from other schools to determine allowable credits; transposes information for recording purposes; releases and sends records and transcripts to requesting schools, students, and outside agencies; drafts letters and completes documents to verify enrollment and educational status.
- Reviews final transcripts to ensure transcript summary is accurate for graduating seniors.
- Receives telephone calls and provides information and assistance to students, parents, staff, and the public.
- Utilizes automated systems to input various forms of data regarding current and new students, and generates a variety of reports.
- Orders and processes diplomas, and prepares and submits lists of graduates to administrators, the District Office, and vendors for printing.
- Performs a variety of responsible clerical duties including typing, filing, and duplicating materials; schedules meetings, etc.
- Greets and assists visitors at the counter as needed, as well as answers phones and takes and relays messages as appropriate.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable laws, codes, rules, and regulations related to enrollment, disenrollment, transcript evaluation, and graduation requirements.
- Research, reporting, and recordkeeping methods, techniques, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Techniques for providing a high level of-service by effectively dealing with parents, students, and District staff.

Ability to:

- Perform complex clerical and statistical recordkeeping duties.
- Organize and maintain highly detailed, confidential student records, files, and databases.
- Interpret, apply, explain, and ensure compliance with District policies, procedures, and regulations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- File materials alphabetically, chronologically, and numerically.
- Answer telephones and greet the public courteously.
- Compose correspondence and written materials independently.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Work in a fast-paced office environment; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Pass strength and agility testing prior to employment.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from high school and two (2) years of administrative or clerical experience involving public contact. One (1) year of experience working with student records.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator; and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers

open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, parents, and/or the public.