



# Romoland School District

## **JOB DESCRIPTION**

### **OFFICE/ATTENDANCE CLERK – SCHOOL SITE**

#### **Definition**

Under general supervision, performs any of a variety of regular clerical duties, such as record keeping, record checking, student attendance accounting, typing and filing duties which follow particular routines in a school office; performs related work as required.

#### **Distinguishing Characteristics**

At the direction of a school site administrator this position works within a framework of established procedures and are expected to perform a wide variety of attendance, registrar, and general clerical duties with only occasional instruction or assistance. No supervision is exercised over other positions. The duties listed below are typical for positions in the class collectively but no one position will necessarily include all the duties.

#### **Examples of Duties**

Has a continuing primary responsibility for performing clerical work involving the analysis of a variety of source materials, a thorough familiarity with policies and procedures, and familiarity with applicable laws; refers matters requiring professional decisions to the immediate supervisor; compiles and complete the monthly average daily attendance report; reconciles and makes necessary correction to the report; enrolls and checks student out of the school; maintains a day-to-day student attendance record and accounting of the school's enrollment; insures the accuracy of all attendance records, includes the verification of absences, forgeries and trancies in compliance with state laws governing attendance; insures that all attendance records are accurate for audit by outside governmental personnel; alerts appropriate personnel regarding attendance problems and discrepancies; registers students; processes student withdrawals; processes program changes and submits for data processing; prepares other specialized reports connected with the attendance accounting function; such as, but not limited to cums, S.A.R.B., S.A.R.T. , and student contracts; prepares and issues admit and tardy pass and early dismissal permits to students, posts and updates attendance records in the computer terminal, searches files and records for readily

**Examples of Duties (continued):**

Identified information, greets visitors, answers the telephone and provides information relative to attendance procedures or services where appropriate; operates a variety of office machines including copier, typewriter, computer, and computer terminal, participates in district in-services; in the absence of the school secretary handles a heavy volume of telephone and personal contacts by parents/the public and staff; in the absence of the school Health Tech, may administer first aid, notify parents and be responsible for obtaining other assistance as needed for sick or injured students; accurately, swiftly and cordially respond to a broad range of inquiries, oral and written, incorporating appropriate District school policies with tact, poise, maturity, clarity, and independent judgment in the return communication.

**QUALIFICATIONS:**

**Knowledge of:**

- Correct English usage, spelling, grammar, punctuation and math.
- Standard office procedures.
- Basic record keeping methods and techniques.

**Ability to:**

- Perform a variety of basic attendance accounting work with accuracy and speed.
- Learn and apply District rules, regulations and policies.
- Learn to operate standard office equipment.
- Make arithmetical calculations with accuracy.
- Receive and give information over the telephone or in person in a courteous manner.
- Work efficiently with frequent interruptions.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Learn and follow office routines.

**TRAINING AND EXPERIENCES:**

Equivalent to the completion of the twelfth grade: high school diploma preferred; any combination of training and experience that could likely provide the desired knowledge and abilities.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Able to conduct verbal conversations. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend, and walk. *E*
- Able to sit for sustained periods of time. *E*
- Able to climb slopes, stairs, ramps and ladders.
- Able to lift up to 35 lbs.
- Able to carry up to 35 lbs.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to operate office machines and equipment in safe and effective manner.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an “E”.

**EMPLOYMENT STATUS:** Classified Bargaining Unit

**This Organization complies with the following policies and practices:**

- This organization prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, or sexual orientation, at any district site and/or activity. Minority and bilingual persons are encouraged to apply.
- This organization complies with the Americans with Disabilities Act. Those who need accommodation in the hiring process should contact the personnel office.
- This organization is a drug and tobacco free workplace.
- Candidates shall be required to submit proof of U.S. Citizenship or legal U.S. residence if hired.

Board Approved: 9/14/04