

INTERMEDIATE ATTENDANCE CLERK  
Range 12

Definition:

Under general supervision, does a wide variety of clerical attendance work of average difficulty in a secondary administrative office; performs related duties as required.

Class Characteristics:

Positions in this class are filled by advancement from the lower level class of Clerk Typist or Attendance Clerk, or, when filled from outside the classified service, require prior clerical experience. An Intermediate Attendance Clerk works under general supervision, within a framework of established procedures, and is expected to perform a wide variety of typing and general clerical attendance duties with only occasional instruction or assistance. Adequate performance at this level requires a knowledge of departmental and district procedures and precedents and the ability to choose from a limited number of alternatives in solving problems. Work is normally reviewed only upon completion and for overall result. Mistakes may often become evident by complaints or from the appearance of substantial inaccuracies in departmental or district records. Employees in this class have frequent contact with students, teachers, and public, answering a variety of questions or giving out information from established records.

Examples of Duties:

1. Performs clerical attendance work including tasks such as standard and statistical typing, checking, proofreading, filing, reporting information on records and compiling information for reports and summaries.
2. Operates district computer data systems terminal and related equipment to enter and extract data.
3. Operates site-specific computer systems and related software.
4. Assists counselors and administrators in assigning students to specialized attendance programs.
5. Maintains and insures the accuracy of applicable attendance records and site-specific attendance programs.
6. Submits information for data processing and checks the resulting materials.
7. Generates and maintains SART and SARB records and reports.
8. Compiles and completes the monthly average daily attendance reports for junior high and middle schools.
9. Makes personal contact with parents, students and employees regarding various attendance issues.
10. Makes necessary corrections to attendance reports.
11. Checks students out of school.
12. Maintains a day-to-day accounting of the school's total enrollment.

13. Ensures the accuracy of all attendance records including the verification of forgeries and truanancies in compliance with State laws governing attendance accounting.
14. Ensures that all attendance records are accurate for audit by outside governmental agencies.
15. May assist or assumes guidance clerk responsibilities as required.
16. Attends District and State conferences and workshops regarding attendance.
17. Contacts local public agencies regarding student and attendance matters.
18. Operates a variety of equipment.
19. May compose simple or routine correspondence and forms independently.
20. May match purchase orders and purchase requisitions, ensuring that all materials have been received.
21. May operate a public address system.
22. Performs routine first aid duties in a school office and notifies parents or guardians in cases of illness and absence.
23. Directs and instructs student helpers in the performance of clerical and office duties.

Minimum Qualifications:

Knowledge of:

Modern office methods and equipment including the preparation of business correspondence, filing and standard office equipment operations; correct English usage, spelling, grammar and punctuation; arithmetic; basic methods, policies and procedures of the assigned work area.

Ability to:

Perform general clerical work of average difficulty with speed and accuracy; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; work independently with confidential records and materials; develop and maintain cooperative relationships with those contacted during the course of work; type accurately at the rate of 45 words per minute from clear, legible copy; operate computer terminal and related software.

Experience:

One year of experience performing varied clerical work,  
or

Six months at or equivalent to the level of Clerk Typist or Attendance Clerk with the Fontana Unified School District.

Education:

Equivalent to the completion of the twelfth grade.