

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Registrar

**Reports to:** Site Administrator

**Classification:** Classified

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Experience:

Two years of responsible and varied secretarial and clerical experience, including some experience in leading and coordinating the work of others.

Education:

High school diploma or equivalent, including or supplemented by coursework in office management, typing and other related skill areas.

### **SUMMARY**

Under the supervision as assigned by the Principal, performs specialized and responsible clerical and secretarial functions often of a confidential nature requiring independent judgment.

### **SPECIFIC RESPONSIBILITIES**

1. Assembles administrative data for preparation of reports.
2. Composes correspondence and carries out clerical detail.
3. Makes contact with schools, offices, teachers, students and public.
4. Examines, checks and verifies statistics and other reports.
5. Coordinates enrollment and/or attendance records involving various reports and files.
6. Assists in the supervision of student office monitors and workers.
7. Receives and responds to inquires from either office visitors or telephone contacts.
8. Assists in the development of student program schedules and in the preparation and maintenance of the master schedule.
9. Prepares and processes input data for computerized record management storage and retrieval system and utilizes the output reports in the office operational functions.
10. Maintains a variety of files and records.
11. Operates various office machines and equipment.
12. Assists in maintaining appropriate student behavior in an office setting.
13. Performs a variety of functions and tasks related to the enrollment of students and in preparing materials and records for students who are leaving the school system.
14. Performs other related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Approved: 08/10/92

Description

Registrar

04/24/00

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Organization and management of a specialized clerical operations;
- modern office methods and equipment, including automated record management and filing systems,
- receptionist and telephone techniques,
- correspondence and report writing and office equipment operation;
- appropriate English usage, grammar, spelling, punctuation and arithmetical concepts;
- basic techniques of employee motivation and organization;
- district policies, regulations and procedures.

Ability to:

- Compose correspondence independently;
- type at a net corrected speed of 50 words per minute;
- make arithmetical calculations with speed and accuracy;
- understand and carry out oral and written directions;
- establish and maintain cooperative working relationships and effectively meet with staff, students and public;
- operate standard office machines and equipment and/or any machine or piece of equipment particular to the office;
- adhere to district policies, regulations and procedures.

Approved: 08/10/92

Description  
Registrar  
04/24/00