CLASS TITLE: **HIGH SCHOOL REGISTRAR**

DEFINITION: Under general supervision, performs work of moderate difficulty in providing clerical support services for the high school registration function, and performs related work as required.

EXAMPLE OF DUTIES:

- Registers new students
- Checks out withdrawing students
- Maintains and verifies permanent records for enrolled students
- Requests and forwards transcripts to schools and colleges
- Supervises and trains inside work experience and outside work experience students
- Prepares control system
- Collects roll books at the end of the year
- Composes and types correspondence
- Complete a variety of forms, lists and reports
- Maintains control of room keys
- Responds to telephone inquiries regarding job references
- Computes and records grade point averages for each student
- Generate a class rank list for the graduating class

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to completion of high school level coursework in arithmetic and three years of diversified office experience.

Knowledge of:

- Standard office practices and procedures
- District policies and school policies and procedures
- Correct English usage, spelling and grammar
- Arithmetic
- Basic training principles and techniques

Skill in:

- Application of standard office practices and procedures
- Establishing and maintaining effective working relationships
- Communicating clearly and concisely
- Typing, filing and maintaining records
- Good judgment in making decisions in accordance with established policies and procedures

Ability to:

- Work independently
- Compile information and prepare reports
- Follow written and oral instructions

Licenses:

- A valid California driver's license