

REGISTRAR/RECORDS MAINTENANCE CLERK

BASIC FUNCTION:

Under general supervision, to perform secretarial/clerical work of above average difficulty; to use independent judgment in interpreting and applying district and departmental policy; to do other related work as required.

DISTINGUISHING CHARACTERISTICS:

The Registrar/Records Maintenance Clerk classification is assigned to the site principal or district department administrator. This position includes high school registrar, clerk to the high school Director of Activities, clerk in the Assessment division, District textbook clerk, Human Resources records maintenance clerk, Child Nutrition records maintenance clerk, and the clerk position in Centralized Registration.

ESSENTIAL JOB FUNCTIONS:

1. Performs a wide variety of clerical work including answering telephones, typing, proofreading, filing, compiling information, and making reports requiring application and interpretation of district policy.
2. Operates a variety of office equipment and machines.
3. Registers new students (registrar).
4. Compiles student record information and prepares reports and summaries (registrar).
5. Maintains associated records and files.
6. Inputs requisitions; receives, shelves, and distributes supplies.
7. Maintains record control of instructional materials.
8. Orders and receives new materials and prepares them for teacher use.
9. Maintains a wide variety of student data records and files (registrar).

JOB REQUIREMENTS AND QUALIFICATIONS:

1. High School Diploma or equivalent education.
2. Knowledge of modern office methods, procedures, and techniques pertaining to record management systems.
3. Knowledge of legal provisions, policies, regulations, and guidelines governing the student record management process (registrar).
4. Knowledge of English usage, spelling, grammar, punctuation, and arithmetic concepts.
5. Ability to perform responsible and technical clerical work with speed and accuracy.
6. Ability to make simple arithmetical calculations accurately.
7. Ability to communicate effectively in oral and written form.
8. Ability to understand and carry out oral and written directions.
9. Ability to establish and maintain cooperative working relationships.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects (50 to 75 pounds required for District Textbook Clerk). This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED:

TB Test Clearance; Criminal Justice Fingerprint Clearance; Bloodborne Pathogen Training; pass CNUSD Typing Test (45 words/minute).