

ATTENDANCE CLERK

DEFINITION

Under general supervision, perform responsible clerical functions pertaining to student enrollment and attendance record management at a school site; perform a variety of functions regarding the verification of student absences, maintaining attendance records and preparing attendance related reports; and do other related work as required.

EXAMPLES OF DUTIES

Perform a variety of clerical functions pertaining to a school site attendance record management system; assist students by receiving absence claim documents and issuing readmittance slips; may collect and transfer grades of students leaving school; monitor intra-district and inter-district transfers; review and verify student absence excuses, which may involve parental telephone contacts; may review and analyze student records and refer deviant student attendance information to appropriate school personnel; assist in enrolling students new to the school site; collect, compile, verify, compute and prepare site attendance reports according to a predetermined schedule; establish and continuously maintain individual student records which involve posting daily absence, withdrawal and program change information; establish and maintain various specialized, numerical, alphabetical and subject matter files and records which may contain confidential and sensitive information; type a variety of correspondence, memoranda, lists, reports and summaries; utilize a computerized management, storage and retrieval system on a daily basis to maintain attendance records and prepare site attendance reports; may assist in training students in office practices and procedures; may independently compose correspondence for supervisor's editing and review.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;
Various word processing and database software programs;
Correct English usage, spelling, grammar, punctuation and arithmetical concepts;
Standard office machines, equipment, and computers;
Routine and commonly dealt with legal mandates, policies, rules, regulations, and operational procedures.

Ability to:

Perform responsible and specialized clerical functions requiring speed and accuracy;
Work proficiently with computers;
Prepare clear and concise reports;
Interpret routine legal mandates, policies, regulations and operational procedures pertaining to enrollment and attendance matters;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy. Capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including training or coursework in business practices and record management procedures and techniques.

Experience:

Two years of clerical experience, preferably one year of which was involved with attendance record management functions.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I