

Attendance Clerk

Classification: Classified

Salary Range: 15

Work Year: 242 Days

FLSA Status: Non-exempt

Board Ratified:

OVERALL RESPONSIBILITY

Under direction of the High School Principal performs the necessary clerical duties to maintain student attendance records and reports and assists in the registering and transferring of students.

SPECIFIC RESPONSIBILITIES:

Responsibility to:

- Computes and records hours of attendance and absences for individual student records, computes average daily attendance and compiles monthly and annual reports.
- Posts entries on student attendance cards and other forms.
- Assists in registering new students and transferring students, processes the necessary paper work.
- Processes the requests for student transcripts.
- Checks the accuracy of the monthly attendance report for ROCP and prepares quarterly state report.
- Contacts parents by telephone regarding student absences.
- Waits on counter, verifies students' excuses and issues admit slips.
- Composes and types needed correspondence related to students' absences.
- Processes daily outgoing mail; sorts, weighs, and stamps.
- Orders and issue supplies for facility
- Copies needed materials.
- Assists in directing the work activities of student office helpers.
- Operates the necessary office related machines
- Does related work as required.

QUALIFICATIONS

Minimum Requirements:

Knowledge of:

- Office methods, practices and procedures
- Proper English grammar.

Ability to:

- Learn attendance accounting rules, regulations and procedures
- Make simple arithmetical calculations with speed and accuracy

- Type 40 words per minute
- Maintain accurate records
- Relate positively to students
- Maintain cooperative relationships with those contacted in the course of work

Education:

- High school diploma or equivalent

Experience:

- One year general clerical work experience

OTHER CHARACTERISTICS:

- Willingness to work overtime with additional pay
- Perform routine and repetitive work efficiently

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:

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- The employee must occasionally lift and/or move up to 25 pounds.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works inside in an office. The noise level in the work environment is usually low to moderate.