Office Clerk - Attendance
Job Description

Non-Exempt, 12 Months
Calendar F, Range# 110

BASIC FUNCTION

Under the direction of the assigned supervisor, perform a variety of clerical duties pertaining to student enrollment, attendance accounting and record management; maintain accurate and current student attendance records, permanent records, and cumulative folders; process and verify excused and unexcused absences, update attendance information; prepare and submit reports for local, county, state and other ADA purposes; perform a variety of clerical related tasks regarding pupil enrollment and attendance reports; relieve the supervisor of administrative and clerical detail; serve as a liaison between administrators, faculty, staff, students, parents and the public; plan, organize and coordinate office activities and communications.

DUTIES AND RESPONSIBILITIES *(May include, but are not limited to the following)*

- Perform clerical activities and functions related to student enrollment and attendance, requiring a familiarity with policies and regulations.
- Collect, compile, compute and verify pupil daily attendance reports utilizing a computerized student information system.
- Post pupil absences and clear absences by reviewing parental notes and/or telephone contacts.
- Record late arrivals, early dismissal, behavioral and suspension data into student information database.
- Prepare daily and monthly summary reports regarding student attendance and enrollment data.
- Prepare daily and monthly summary reports regarding staff attendance, sick balances and substitute usage.
- Assist in the preparation and distribution of correspondence regarding excessive pupil absences.
- Prepare data for input into computerized record management, storage, and retrieval system; utilize queries and reports.
- Process student transfers; receive and review transcripts for compliance with district policies; forward transcripts to other institutions as appropriate.
- Receive and answer inquiries regarding student attendance and permanent records; communicate with students, parents, faculty, administrators, and authorities regarding attendance, discipline, truancy, suspension, and permanent student records.
- Receive and initiate a variety of telephone and personal contacts with District personnel and parents regarding enrollment and attendance related matters.
- Assist in the preparation of documents and records for archive storage.
- Assist administrators in identifying and resolving problems of students with frequent absenteeism; type a variety of correspondence and reports related to student attendance.
- Coordinate school's substitute needs; maintain staff time sheets and attendance records.

- Research and compile information and compute statistical data for federal, state, county, and district reports and special projects as assigned.
- Perform a variety of clerical duties including typing, filing and maintaining school records.
- Prepare and maintain a variety of records related to assigned activities; maintain staff time records; prepare staff attendance reports.
- Prepare and maintain a variety of records, logs, and files, including information of confidential nature; maintain confidentiality of information and records.
- Answer telephones and greet visitors; provide student attendance information to staff, parents and outside agencies as requested; respond to complex or difficult questions.
- Participate in various school office functions such as student registration, withdrawal, enrollment, lottery and assemblies.
- Open, sort, read and route mail; independently compose replies; process administrative details not requiring immediate attention of the administrator.
- Operate a computer and related software, database, website to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment; lift and move objects.

QUALIFICATIONS

Knowledge of:

1. Operations, principles, practices, procedures, rules and methods of the school and UCSC.
2. Prepare clear and concise reports
3. Understand, apply and clearly communicate legal mandates, policies, and regulations pertaining to attendance related matters.
4. Work with discretion and in confidence with student information.
5. Operation of a computer and related software, and standard office equipment.
6. Correct English usage, grammar, spelling, punctuation, and vocabulary.
7. Oral and written English communication skills.
8. Interpersonal skills using tact, patience, and courtesy.
9. Basic research methods.
10. CA Education Code and District attendance policies.
11. Operational procedures and policies, rules, regulations and legal provisions pertaining to student enrollment and attendance matters.
12. Modern office practices, procedures and equipment.
13. Telephone techniques and etiquette.
14. Basic first aid.

Ability to:

1. Report to work and perform basic function of the position.
2. Perform a variety of duties related to attendance accounting and record-keeping.
3. Learn, interpret and apply policies, rules and regulations, and operational procedures.
4. Process and verity student absence information from parents, teachers and others.
5. Prepare and process confidential materials.
6. Assemble data and prepare clear and concise reports.
7. Meet schedules and time lines.
8. Complete work with many interruptions.
9. Take minutes of meetings and prepare report summaries.
10. Effectively and efficiently operate computers and utilize application software.

11. Establish and maintain cooperative and effective working relationship with others.
12. Provide work direction and guidance to others.
13. Manage a variety of projects simultaneously.
14. Meet district standards of professional conduct as outline in Employee Handbook.

MINIMUM REQUIREMENTS

1. Any combination equivalent to graduation from high school and two years of clerical or secretarial experience involving frequent public contact, and preferably but not required one year in an educational environment.
2. Reliable means of transportation.
3. Basic first aid and CPR certification preferred but not required.
4. Successful clearance of both a DOJ and FBI background check.
5. Provide evidence of most recent TB clearance (within 1 year) upon hire.

WORKING ENVIRONMENT

Office environment with constant interruptions. Sit for extended periods, dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at eh waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the phone; see to read a documents related to assigned activities and view a computer monitor; packaging and lifting objects.

PHYSICAL ABILITIES

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to writ and read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about campus locations and to reach work materials. Requires the ability to use manual and finger dexterity to type, operate a mouse and/or other microcomputer equipment.

ACKNOWLEDGMENTS

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the UCSC retains the right to change this position guide at any time. I also understand that this job description does not represent a contract for work.

I certify that I possess all of the "Essential Requirements" of the job outlined herein, except as noted here:

(If none, so state):

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I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers or the students.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the UCSC is "at will", for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

_____ _____

Employee signature Date

_____ _____

Supervisor signature Date