

ATTENDANCE CLERK

DEFINITION

Under general direction of the Principal or designee, compiles and maintains attendance records; communicates with students and parents concerning student attendance.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the responsibility to compile and maintain school site attendance records.

OCCUPATIONAL GROUP

Classified (Clerical)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Oversees collection of attendance information; receives, reviews, and verifies notes; clears and posts absences. **(E)**
2. Communicates with the district attendance personnel and information services.
3. Contacts parents and communicates with site administration regarding unexcused or excessive absences. **(E)**
4. Sends legal letters for excessive absences as required by district policy; provides information to state agencies such as Department of Social Services by completing State forms for parents and students.
5. Refers student attendance problems to counselor, student services, or appropriate Administrator.
6. Works closely with the Counseling Assistant/Registrar in order to maintain accurate student counts. **(E)**
7. Maintains monthly attendance reports from district attendance and reconciles the report to the site information reporting any corrections. **(E)**
8. Provides requested information to the State Auditor as needed. **(E)**

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9. Works closely with school security and/or school resource officer(s).
10. Issues Saturday work studies to truant students and refers excessively truant students to Assistant Principal for further discipline. **(E)**
11. Performs general clerical duties.
12. Provides vacation and temporary relief as required.
13. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Student information systems and computer applications including word processing, data base, spreadsheet, desktop publishing;
- Business math and business English including vocabulary, correct grammatical usage, punctuation and spelling;
- Office methods, practices and procedures;
- Operation of office equipment.

Ability to:

- Perform responsible clerical work involving independent judgment and requiring accuracy and speed;
- Make accurate mathematical calculations rapidly and accurately;
- Apply rules, regulations, laws, and policies regarding student records;
- Compile and maintain accurate and complete records and reports;
- Understand and carry out oral and written instructions;
- Type at a rate of 45 words per minute from clear copy;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.

EXPERIENCE:

Two years general clerical work; one year experience in the maintenance of statistical, confidential and student records is desirable.

EDUCATION:

High School Diploma or its equivalent.

WORKING CONDITIONS

- School office environment;
- Demanding timelines;
- Subject to frequent interruptions and extensive contact with students, parents and others.

PHYSICAL ABILITIES

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, pulling or lifting light equipment and supplies;
- Climbing, occasional use of step ladders;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Kneeling, crouching or stooping;
- Reaching overhead, above the shoulders and horizontally;
- Visual ability to read, prepare/process documents and to monitor office and student activities;
- Sitting and/or standing for extended periods of time;
- Mobility.

HAZARDS

- Some contact with toxic materials;
- Exposure to paper dust;
- Exposure to contact with blood or body fluids and potential exposure to communicable diseases;
- Extended viewing of computer monitor;
- May be exposed to contact with uncooperative or abusive individuals;
- Working around and with office equipment having moving parts.

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