



Sequoia Union High School District

Job Description

JOB TITLE:	Attendance Clerk I/II
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	10.0-I & 11.0- II
WORK - YEAR / HOURS:	10.5 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to perform responsible clerical tasks in the establishment, maintenance and processing of computerized student attendance records; to coordinate and participate in the daily operations and activities of assigned school attendance office; to act as a liaison between students, parents, school staff, and outside agencies regarding student attendance matters; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Attendance Clerk I is the entry-level class in the series. Under close supervision, incumbents learn and perform a limited number of clerical duties of increasing complexity. This class is alternately staffed with Attendance Clerk II, and incumbents normally advance to the higher level after gaining sufficient experience and proficiency to meet the requirements of the Attendance Clerk II. Specific assignments may be permanently allocated to the Attendance Clerk I level, based on the routine nature of the work, and the absence of a requirement for more difficult processing tasks.

Attendance Clerk II is the fully qualified journey-level class in the series. Under general supervision, incumbents perform the full range of duties related to the day-to-day operations of a school attendance office, including assigning, directing, and reviewing the work of student assistants and others. This class exercises independent judgment within a framework of policies and guidelines to ensure that student attendance documents are processed and maintained in accordance with District policies and state education codes.

EXAMPLES OF DUTIES

- Collects daily student attendance information; makes and receives phone calls, reviews excuse notes, and excuses absences according to district policies and procedures; generates, reviews and distributes absence reports;
- Contacts parents, students, teachers, counselors and others as needed to follow up on unexcused absences;
- Receives and accommodates visitors to attendance office and acts as primary information source to students, parents, staff, administrators, and outside agencies regarding student attendance matters;
- Issues class admission slips and permits to leave school;
- Establishes and maintains computerized and manual attendance records, documents and files;
- Organizes, prioritizes, assigns and reviews the work of student assistants and/or others assigned to attendance office; trains helpers and monitors their performance;
- Operates a variety of office equipment, including computers, and performs filing, typing, and related clerical tasks in support of assigned functions.

QUALIFICATIONS

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the distinguishing characteristics.

Knowledge of:

- General clerical office practices and procedures, including operation of common office equipment and computers.

Skill in:

- Establishing and maintaining accurate records, files and logs and preparing accurate summaries and reports.
- Performing routine clerical work with speed and accuracy.
- Gathering and reviewing information for compliance with established policies and procedures.
- Making accurate decisions and using sound judgment within the framework of policies, procedures and guidelines.
- Operating standard office equipment including computers.
- Dealing effectively with a diverse public, including individuals who may be angry and/or agitated.
- Reading and writing at a level sufficient for successful performance of required duties.
- Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).
- Establishing and maintaining effective working relationships with those contacted in the course of work.

A typical way of acquiring the required knowledge, skills and abilities might be:

Level I:

Equivalent to graduation from high school and one year of clerical experience which has involved contact with the public.

Level II:

Equivalent to graduation from high school and two years of increasingly responsible clerical experience which has involved contact with the public.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to sit or otherwise remain stationary at work post for long periods of time.
- Physical ability to reach, bend and grasp in order to file and retrieve materials.