

TITLE: ATTENDANCE CLERK

REPORTS TO: Site-level Administrator

JOB GOAL: To perform computational and posting work involving the attendance accounting system of a school or program in accordance with state and district requirements and to perform general clerical work.

QUALIFICATIONS

Knowledge of

1. Attendance accounting methods and techniques.
2. Correct English usage, spelling, grammar, punctuation, and math.
3. Modern office practices and procedures.
4. Proper telephone techniques and etiquette.
5. Safety rules and regulations for this position.
6. Statistical record-keeping methods and techniques.

Ability to

1. Be a productive and active team member.
2. Communicate effectively in both oral and written forms.
3. Compile and maintain accurate and complete records and reports.
4. Establish and maintain effective work relationships with those contacted in the performance of required duties.
5. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
6. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
7. Learn and understand specific state and district laws, rules, regulations, and procedures pertaining to school attendance accounting.
8. Operate standard office equipment/machines such as typewriter, calculator, copy machine, computer terminal, and printer.
9. Perform a variety of attendance accounting work involving use of independent judgment and requiring accuracy and speed.
10. Perform clerical work without continuous supervision.
11. Perform routine mathematical calculations using addition, subtraction, multiplication, and division.
12. Prepare attendance reports and correspondence.
13. Receive and give information over the telephone or in person in a courteous manner.
14. Type accurately at a rate of forty-five (45) words per minute.
15. Understand and carry out oral and written instructions.
16. Work efficiently with frequent interruptions.
17. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
18. Work successfully with diverse groups of people.

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Training and Experience

1. A good work history and attendance.
2. Equivalent to the completion of the twelfth (12th) grade, including courses in office practices and mathematics.
3. One (1) year of experience working with the SASI or other a computerized attendance system is desired.
4. Two (2) years of detailed clerical and accounting experience, including use of computer.
5. Any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position
2. Some positions in this class may require individuals who can read, write, and/or speak a second language
3. Possession and maintenance of a valid State of California Driver's License.

ESSENTIAL FUNCTIONS

1. Assists with various clerical duties within the school office as assigned.
2. Communicates effectively in both oral and written forms.
3. Compiles and prepares a variety of records, reports, and other correspondence related to student attendance.
4. Confers and consults with students, parents, staff, judicial agents, social services, and other appropriate parties regarding student attendance matters.
5. Confers with District Office regarding attendance accounting reports, procedures and practices.
6. Follows district policies and procedures.
7. Greets in a courteous manner, ascertains needs, and directs individuals to various departments, meetings, and/or staff.
8. Knows and understands the Mission and Core Values of the district.
9. Maintains records required for attendance accounting.
10. Obtains verification of student absences.
11. Operates a variety of office machines, including typewriter, computer terminal, calculator, and copier.
12. Participates in daily attendance accounting work required to keep accurate school attendance records, showing attendance of each student by day or period.
13. Participates in district in-service training as required.
14. Prepares and issues admit and tardy slips, hall passes, and early dismissal permits.
15. Records student attendance following prescribed district procedure.
16. Reports student attendance problems to appropriate staff.
17. Reviews documents for accuracy, completion, and conformance to established procedures.
18. Searches records and files for identified information.
19. Updates registration lists, attendance forms, attendance cards, emergency forms, etc., for changes in enrollment.

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OTHER FUNCTIONS

1. Prepares masters, copies materials using copy machine or other media as assigned.
2. Performs other related duties as assigned. Prepares masters and runs copies.
3. Searches records and files to prepare reports and summaries.
4. Types memos, correspondence, and other materials from oral directions, rough draft copy or notes.
5. Types prescribed information on forms, cards, and records from clearly defined sources.

PHYSICAL ABILITIES (Please notify the Human Resources office if the candidate requires reasonable accommodation for any of the Physical Abilities.)

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to stand and walk.
5. Able to squat, twist, stoop, kneel, and
6. Able to sit for sustained periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to ten (10) pounds frequently and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, knee flexion, demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

TERMS OF EMPLOYMENT: Elementary (K-5) sites = 210 work days/10 months
Secondary (6-12) sites = 210 work days/10 months – employed in position by 4/29/03
Secondary (6-12) sites = 185 work days/10 months – for new-hirees. Effective 7/1/06 for all secondary-level attendance clerks.

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will give the evaluation.

Approved by: Board of Education Date: March 12, 1998

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**