

ATTENDANCE SECRETARY

Job Summary

Under the general supervision of the Site Principal or designee, prepare, maintain and account for student attendance records; perform a variety of complex secretarial and clerical activities requiring specialized knowledge and following defined policies and procedures, which may include frequent and responsible public contact; and perform related work, as required.

Qualifications

Required:

- Formal or informal education equivalent to completion of the twelfth grade, supplemented by coursework in typing, records management and general office procedures
- Minimum of two years secretarial, clerical or bookkeeping experience*
- Typing certificate verifying a net corrected speed equal to or greater than 45 wpm

Desirable:

- Possess a valid California driver license and maintain insurability
- *The minimum of two years secretarial, clerical or bookkeeping experience is preferred to be in a school setting

Knowledge and Ability:

1. Knowledge of appropriate English usage, grammar, vocabulary, spelling and punctuation
2. Knowledge of Modern office procedures, methods and practices, including filing systems, records management and reporting techniques
3. Knowledge of a school attendance system
4. Knowledge of professional telephone and office etiquette
5. Knowledge of standard office equipment and machines
6. Knowledge of a variety of computer software programs
7. Ability to establish and maintain cooperative working relationships with children and adults contacted in the course of work
8. Ability to understand, follow and effectively communicate oral and written directions
9. Ability to type at net corrected speed equal to or greater than 45 wpm
10. Ability to make mathematical calculations quickly and accurately
11. Ability to perform clerical and secretarial work involving independent judgment and requiring accuracy and speed
12. Ability to plan, organize and prioritize work in order to meet schedules and deadlines
13. Ability to maintain accurate records and produce accurate reports
14. Ability to establish, maintain, correctly input and export data in an audible information retrievable computerized student records system
15. Ability to compose correspondence, memos, agendas, newsletters, calendars and other documents from brief verbal instructions or notes
16. Ability to quickly learn the operations, specific laws, rules, regulations, procedures and policies of assigned position and apply them with good judgment in a variety of situations
17. Ability to, with minimal supervision, work calmly and efficiently under pressure, at times in high stress, with constant interruptions, strictly adhering to set policies and procedures
18. Ability to properly operate standard office equipment and machines, including computers
19. Ability to quickly and efficiently assume basic duties of co-workers, as needed
20. Ability to work independently and as a team member, maintain harmony in the work environment
21. Ability to communicate standard yet sometimes sensitive information; vigilantly maintain the security and confidentiality of records, materials and information
22. Ability to greet the public in a courteous, professional manner using tact and discretion
23. Ability to handle a high volume of telephone calls, record clear and accurate telephone messages

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24. Ability to be flexible and receptive to change
25. Ability to attend in-service training, conferences and meetings, as assigned, with compensation if overtime is required

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Under minimal supervision, prepare and maintain student attendance records and reports
2. Responsibly perform a wide variety of clerical/secretarial and operational support activities
3. Set up the computerized attendance program at the start of each school year, create and update courses, classes, calendars, staff and other required data in the system
4. Create and distribute registration/orientation information packets and software for student attendance, grade reporting and yearly student follow-up surveys for instructors
5. Enroll prospective students
6. Process and maintain complete and accurate student enrollment, attendance records as auditable files
7. Sort and file material alphabetically, numerically and chronologically, search files for specified information, create, complete, record, maintain, request and distribute, as required, student files and records, attendance registers, grades and transcripts, state and county reports, and other school or student documents
8. Prepare Average Daily Attendance reports by class for program analysis and projection purposes; submit reports to appropriate person
9. Receive students, parents, faculty and the general public, in person and via the telephone
10. Record messages, respond to general questions, provide information and other assistance, or direct to supervisor(s), as needed
11. Handle all confidential staff and student records, correspondence, documents, forms and information judiciously, ensuring complete security
12. Operate standard office equipment and machines, such as typewriter, transcription machine, computer printer, scanner, copier, fax machine, calculator, multi-line telephone system, two-way radio, paper spreader, electric stapler and paper folder
13. Perform other related duties, as assigned by supervisor

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job