

ATTENDANCE CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible clerical support position involving the maintenance of student enrollment and attendance information for a school district. The employee must maintain all records related to attendance and census information for all district students in all schools both in and out of the district. Work is performed under the general supervision of the school principal. Supervision over others is not normally a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Calculates enrollment/attendance figures and enrollment/attendance differences and compiles reports of all students enrolled in a district;
2. Checks reports and records for clerical accuracy and completeness;
3. Receives student and family information from the district schools; follows up to ensure timely reporting;
4. Researches, gathers and summarizes statistical data and other information; furnishes and transmits same to district schools;
5. Prepares and maintains a variety of records, reports and summaries; coordinates various reports for the state;
6. Enters data into terminal from forms and pointed copy;
7. Acts as liaison between Ulster BOCES computer center and school district to order, compile, and distribute monthly attendance reports;
8. May call parents to verify student absence and lateness.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office practices necessary for processing workflow and filing and retrieving information;
Knowledge of arithmetic to verify calculations and to report on work activities;
Skill in operating office automation equipment to produce work accurately and efficiently;
Ability to learn computer operations and appropriate software in order to produce simple letters, complete forms, and view and enter information;
Ability to maintain satisfactory working relationships with others, including the public;
Ability to understand and follow complex oral and written directions;
Ability to organize, maintain and extrapolate information from records;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience which involved answering telephones.

Note: College study may be substituted for the required work experience on a year for year basis (30 credits equals one year).

CL1426

ADOPTED: 08/08/86

REVISED: 10/16/02