

AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
SECONDARY SECRETARY-REGISTRAR

GENERAL DESCRIPTION OF THE POSITION

Under general supervision, to perform specialized clerical tasks pertaining to maintenance of student records at a high school; to assist in the scheduling of students to classes and the master schedule; to maintain and evaluate transcripts; to compile, reconcile and prepare student grade point averages and class rank; to assist in general clerical functions of a secondary school office; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform complex clerical activities involving the support of counseling and administrative functions in a secondary school including registration and maintenance of official records of students. Incumbents are assigned record keeping duties of above average difficulties which require a thorough knowledge of academic accounting procedures. Incumbents perform work which has some variation and which requires initiative and limited decision making in completing work within the regulations and deadlines of the State and District. Incumbents are expected to solve most problems without referral to an administrator or counselor.

EXAMPLES OF DUTIES

Greets visitors, parents and students in person and over the telephone, providing the necessary information of referring the matter to an appropriate staff member; enrolls new students, including the preparation of enrollment forms, such as emergency, student information, immunization records and health cards, and requesting previous records from other institutions; evaluates records for counselor review to determine hours and/or credits earned and courses required for graduation; posts grades, grade changes, test scores and credits, driver training completion date, enrollment and withdrawal date, date of graduation, class rank, social security number and immunization to official records; verifies data of former students for employers and governmental agencies; prepares and sends transcripts; reviews immunization records for admitting students; reviews a variety of documents for accuracy; reconciles and corrects errors in student records, grade reports and grading processes; conducts record checks for various purposes, such as satisfactory progress, inadequate credits for graduation, graduation and special recognition; verifies diploma list for eligibility and spelling of names; distributes, collects and checks student grading materials; compiles information for surveys and reports; operates a microcomputer or computer terminal in the maintenance of student records; prepares materials for and processes the check-out of students; supervises student office aides; builds, resolves and corrects errors on the master schedule; resolves and corrects student class schedule errors; records achievement test results; computes student grade point averages; resolves student school debt problems; arranges special assistance for students such as speech therapy and psychological services; composes correspondence; keyboards reports, correspondence, forms, records, and other documents; maintains security and confidentiality of privileged information; revises office forms; performs a variety of specialized clerical work such as maintaining logs, analyzes and resolves computer related problems, and performs related work as required.

QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures, including filing systems, receptionist and telephone techniques;
- English usage, spelling, grammar and punctuation;
- Operations, procedures, rules and policies related to the maintenance of student records and student admission;
- Computer operation as it relates to student records, class schedules, and master scheduler;

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Ability to:

- Perform detailed clerical work with speed and accuracy;
- Plan, organize and schedule assigned work of established and recurring deadlines;
- Maintain confidentiality of privileged and sensitive information;
- Work with a high level of interruptions;
- Keyboard at a net corrected speed of 50 words per minute;
- Maintain computer filing systems;
- Make arithmetic calculations with speed and accuracy;
- Meet and greet the public tactfully and courteously;
- Remember and recall detailed information;
- Operate a computer terminal or microcomputer;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Analyze and resolve computer related problems;
- Prepare clear and accurate reports;
- Meet quality and time requirements with a high degree of independence.

**TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is working level experience performing advanced secretarial and clerical duties preferably in a school office of a closely related field.

**SALARY LEVEL**

Range 16 of the ACUSD Classified Salary Schedule.