

## **ATTENDANCE CLERK**

### DEFINITION

Under general supervision, to perform accounting of student enrollment and attendance in accordance with state rules and regulations; communicate with staff, students and parents regarding attendance; operate an automated attendance accounting system; perform general clerical functions in support of the school; assist in the health care and records of students; and to do related work as required.

### EXAMPLES OF DUTIES

Account for daily or period-by-period attendance, processing and verifying absence information from parents and teachers, issuing excuses to students to be absent from class, and entering and retrieving data into or from the computer; prepare attendance, absence, truant and tardy lists for school administrators; assemble material and process paperwork concerning attendance related discipline, dismissal, or contracts; assist parents in person, by telephone or automated roll call regarding student absences; prepare letters regarding absences, truancy or tardiness; respond to questions and inquiries from students, teachers and parents regarding attendance rules, policies and procedures; prepare and distribute attendance reports on a periodic basis as required by District policy; supervise student assistants; may perform other clerical functions in support of the school, including typing, filing, answering telephones, receiving visitors, maintaining calendars, etc.; and may assist with student health functions, including injury and first aid, notification of parents, immunizations and health records.

### QUALIFICATIONS

#### Knowledge of

Correct English, grammar, spelling and punctuation; office methods, practices and procedures; record keeping techniques and attendance accounting practices; and computer operations/word processing.

#### Ability to

Establish and maintain cooperative working relationships; apply judgment, discretion and initiative; understand and carry out oral and written directions; read and write at a level appropriate to the duties of the position; work independently with little direction; learn office automation applications and skills; type at a net corrected speed of 45 words per minute; and possess a District-approved First Aid certificate.

#### Experience

One year of general office clerical experience which has provided the applicant with the knowledge and abilities listed above.

#### Education

Equivalent to the completion of the twelfth grade.

#### Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1989

Revised: July 11, 1989

Revised: February 11, 1997

Revised: December 12, 2000 effective January 1, 2001

Revised: December 10, 2002 effective January 1, 2003