DESERT SANDS UNIFIED SCHOOL DISTRICT Office of Classified Personnel Services

Classification:REGISTRAREmployment Category:Classified Bargaining Unit

Salary Range:75FLSA Designation:NonExempt

Job Summary:

Under direction, performs a variety of clerical and record-keeping duties to establish, maintain and monitor the permanent records of students; and, reviews, evaluates and records student information.

Essential Job Functions:

- Assists administrators, counselors, students and other office staff for the purpose of providing support and backup for their assignments and coordinating activities.
- **Composes** materials and documents (e.g. letters, memos, reports and correspondence, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Maintains files and records (e.g. Student Management System, student records, grade point averages, ranks, health reports, class lists, etc.) for the purpose of ensuring accuracy and availability of required information.
- Monitors information (e.g. student enrollment count, cums, health records, grade requirements, etc.) for the purpose of ensuring compliance with legal and administrative guidelines and requirements.
- Prepares documents and forms (e.g. CBEDS, transfer grade reports, legal documents, etc.) for the purpose of ensuring compliance with district requirements and disseminating to appropriate parties.
- Processes materials and documents (e.g. transcripts, cums, college and social service forms, diplomas, student withdrawals, grade information, etc.) for the purpose of disseminating information to appropriate parties; ensuring availability and accuracy of required information and compliance with legal requirements.
- Records data for the purpose of ensuring accuracy and availability of required information.
- **Responds** to inquiries from administrators, staff, students, parents, other agencies and the general public for the purpose of providing information and/or direction as may be required.
- Verifies data (e.g. enrollment information, health information, dates, grade point averages, etc.) for the purpose of ensuring compliance with state requirements.

Essential Job Requirements - Qualifications:

- Skills, Knowledge and/or Abilities Required: Skill to operate standard office equipment including use of basic computer applications. Skill to use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic bookkeeping/accounting procedures. Knowledge of standard accounting policies, practices and procedures, problem solving methodology, and modern office methods. Abilities to work with minimal supervision, think logically with attention to detail, prepare clear and accurate reports.
- **Physical Requirements:** The Office of Classified Personnel Services embraces the Americans with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individuals shall be able to perform the essential functions of the position.
- Education Required: High School graduate or equivalent and three (3) years clerical experience involving record-keeping.
- Licenses, Certifications and Testing Required:
 - Must possess or have the ability to obtain a valid First Aid Certificate within 90 days after initiation of employment.
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Written examination.
 - Typing examination at 50 net words per minute from clear copy.