

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

REGISTRAR

General Purpose:

A Registrar is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Registrar performs complex clerical and statistical record-keeping duties in the evaluation, preparation, modification and maintenance of scholastic records for assigned school sites; registers new students; inputs student data and master schedule information into an assigned computer system and maintains automated records and files.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Performs complex clerical and statistical record-keeping duties related to the evaluation, preparation, modification and maintenance of scholastic records for assigned school sites.
- Establishes and maintains permanent student records and related filing systems including enrollment, academic, personal and withdrawal information.
- Registers new students; requests records and transcripts for new students from previous schools; reviews transcripts received from other schools to determine allowable credits and assists with student placement; verifies student residency; generates and distributes records, transcripts and other student information to requesting schools, students, faculty, administrators and agencies.
- Inputs and updates records with data regarding current and new students including grades, credits, test scores, attendance, residency and other student information in an assigned computer system.
- Establishes and maintains automated records and files; generates and distributes computerized reports related to the master schedule and student information; and assures accuracy of input and output data.
- Distributes, collects, processes and reviews grade forms, report cards and other specialized forms for completeness and accuracy.
- Researches and compiles student information for input as needed.
- Composes and types a variety of forms, letters, lists, applications and certificates.
- Duplicates and distributes materials as necessary.
- Provides information and assistance to students, parents, staff, schools, outside agencies and the public regarding student grades, enrollment and related data, information, policies and procedures.
- Compiles information and prepares and maintains a variety of data, records, reports and files related to testing, grades, eligibility, transcripts and the master schedule.
- Communicates with students, parents, personnel, administrators and outside agencies to exchange information and resolve issues or concerns.
- Operates a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.
- Monitors inventory levels of forms and other office supplies; and orders, receives and maintains adequate inventory levels of supplies as directed.
- Reviews, posts and resolves absences.
- Runs attendance audit reports; monitors and corrects data.
- Runs student data audit reports; verifies and corrects data.

REGISTRAR/PAGE 2

- Maintains master schedule.
- Enrolls students into classes.
- Manages course attendance.
- Reports grading periods and windows.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.

Experience:

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of transcript evaluation and student enrollment procedures and requirements.
- Knowledge of applicable laws, codes, regulations, policies and procedures.
- Knowledge of State and district requirements for graduation.
- Knowledge of record-keeping and report preparation techniques.
- Knowledge of data control procedures and data entry operations.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Skills in telephone technique and etiquette.
- Skills to operate a computer and assigned software.
- Ability to perform complex clerical and statistical record-keeping duties in the evaluation, preparation, modification and maintenance of scholastic records at an assigned school site.
- Ability to input student data and master schedule information into an assigned computer system.
- Ability to organize and evaluate data pertaining to student course work, grades and enrollment.
- Ability to establish and maintain automated records and files.
- Ability to compile and verify data and prepare reports.
- Ability to speak clearly and understand multiple step instructions.
- Ability to work independently with little direction.
- Ability to be tactful, patient, and courteous.
- Ability to meet schedules and time lines.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to type or input data at a rate of 45 words per minute from clear copy.
- Ability to complete work with many interruptions.

REGISTRAR/PAGE 3

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 45 net wpm issued within the last two years.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to drive an automobile.
- When applicable, facility to determine and differentiate colors.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. The Placer County Office of Education is an equal opportunity employer.

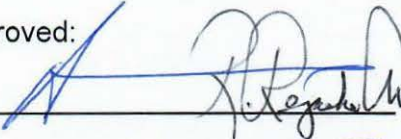
REGISTRAR/PAGE 4


FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 26

Reviewed and Approved:

Supervisor:  Date: 9-14-11

Human Resources:  Date: 9/15/11