



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

March 1996

ATTENDANCE CLERK

DEFINITION

Under general supervision, to perform responsible clerical work involved in compiling and posting computerized attendance records and reports; to assist students, parents and teachers in matters relating to attendance accounting activities; and to do related work as required.

EXAMPLES OF DUTIES

Issues admittance and tardy slips to students; investigates and clears absences through telephone contacts with parents, students and teachers; answers inquiries from teachers, parents school administrators or other appropriate authorities and gives information from attendance records; prepares monthly computerized attendance reports for District showing such items as total enrollment, new entries, withdrawals, special education figures, total days of enrollment and attendance per student; prepares student passes to leave campus; checks notes on absences brought by students and investigates discrepancies and possible forgeries; checks teachers' attendance rosters and posts attendance information on the computer; compiles tardy lists; prepares and types reports, correspondence and forms; trains and supervises student helpers.

REQUIRED QUALIFICATIONS

Knowledge of:

Modern office methods and equipment, including filing systems, telephone techniques and letter and report writing;
Correct English usage, vocabulary, grammar, punctuation and spelling.

Ability to:

Learn and apply attendance accounting rules, regulations and procedures;
Deal effectively with parents, students and school officials concerning student attendance;
Train and supervise student helpers;
Maintain computerized records accurately and prepare appropriate and timely reports
Type at a speed of 45 words per minute from clear copy;
Understand and carry out oral and written instructions;
Establish and maintain cooperative working relationships with those contacted during the course of work;
Read and write at the level required for successful job performance.

Training and Experience:

One year of general clerical experience, including use of computerized recordkeeping systems and public contact duties.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 141
- 11 months