



FLSA: NON-EXEMPT

RECORDS CLERK

PURPOSE: To establish an eligibility list and fill various openings as they occur.

POSITION DESCRIPTION: Under general supervision, to perform responsible clerical work involved in student registration, the maintenance of student records, the preparation of statistical reports and to do related work as required.

ESSENTIAL DUTIES/FUNCTIONS:

- Provides information to students on procedures for enrollment and registration, residents regulations, basic scholarship and graduation requirements, program chance, withdrawal and information on related college procedure and regulations.
- Maintains students enrollment records.
- Assists in the posting, updating and filing of grade and personnel records for all students enrolled in the college.
- Researches, verifies, corrects processes and records students numbers, student programs, grades, units and other data.
- Corrects and updates processing reports to prepare admission, enrollment and other statistical reports for use by the college, state and federal agencies.
- Evaluates student transcripts for purpose of admission requirements, academic status, graduations and completion of certificate program.
- Handles special admission problems such as foreign, out of district, out of state students.
- Monitor Student and temporary workers in the registration process, giving instructions, resolving the more difficult instructors, counselors and other staff regarding the business of the office.
- Perform related duties as required.

REQUIRED QUALIFICATIONS:

- High School Diploma/GED Certificate.
- One or more years of responsible clerical experience, preferably with one year in the maintenance of student records with detail and responsible public contact.

DESIRABLE QUALIFICATIONS:

- Modern office methods and procedures including business correspondence, grammar, spelling, form, telephone etiquette and filing.
- Business Arithmetic.
- Organization of Community College.
- Learn Curriculum, course content, admissions, registration, student finance, grading practices, unit and grade credit practice, and transcript analysis.
- Learn and apply with good judgment laws, policies and procedure related to the assigned student personnel area.
- Perform responsible clerical work of above average difficulty with the speed and accuracy.
- Plan, organize and complete assigned work independently and within established time deadlines.

- Remember and recall detailed information such as names, course numbers, grading systems, course units.
- Type statistical information and business correspondence accurately, 45 wpm.
- Understand and carry out oral and written directions.
- Develop and maintain cooperative relationship with those contacted during the course work.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.