

**COMPTON COMMUNITY COLLEGE DISTRICT  
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



**RECORDS SPECIALIST**

**FLSA: NON-EXEMPT  
519040/ 24**

**FILING DATES: OPEN – DECEMBER 10, 2012 / CLOSING – JANUARY 9, 2013**

	<u>Start</u>	<u>6 mos*</u>	<u>1 yr</u>	<u>2 yrs</u>	<u>3 yrs</u>	<u>4 yrs</u>	<u>5 yrs</u>
SALARY:	\$2957.00	\$3104.83	\$3260.08	\$3423.08	\$3594.25	\$3774.00	\$3962.70 per month
HOURLY:	\$17.060	\$17.913	\$18.808	\$19.749	\$20.736	\$21.773	\$22.862 per hour *probation

**DEFINITION**

Under general supervision, performs a wide variety of specialized clerical work related to enrolling students and maintaining accurate and current records of students' academic status and progress; provides information to students, faculty, and staff regarding college procedures and requirements; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an Enrollment Services Supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to student workers.

**CLASS CHARACTERISTICS**

This is the journey-level class that is responsible for performing specialized and complex student records management and admissions duties. Incumbents respond to requests for transcripts, inquiries regarding academic status and progress, petitions to waive fees or other issues. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Enrollment Services Supervisor in that the latter is the full supervisory level class in the Admissions and Records department and oversees the day-to-day services and activities of records staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Answers questions from students and the public regarding the admissions and records policies and procedures of the college.

- Distributes applications for college admission; checks applications for completeness and accuracy; and issues appointments to register.
- Codes applications and inputs data into the student records information system.
- Processes a wide variety of forms related to the admissions and records process such as graduation petitions, class drops and adds, exclusion rosters, positive attendance forms, reinstatement forms, section and level change forms, and directory cards.
- Posts grades and grade changes to cumulative records.
- Checks cumulative records for repetition of classes and other factors which require adjustment to the record.
- Processes transcript requests; separates checks or money orders and submits to the Bursar's Office.
- Retrieves information and processes requests for verification of student enrollment, status and records.
- Prepares correspondence to students regarding admissions and records.
- Assists in the coordination of any off-campus admission and registration events.
- Resolves problems related to registration, enrollment and records; explains to instructors how to properly use rosters.
- Generates list of instructors and students with missing grades and assists with resolving this issue.
- Processes documents and petitions for grade changes, withdrawals, transfers, graduation, academic progress renewals, etc.; gathers supporting documentation for grade change and graduation petitions.
- Applies judgment and specialized knowledge in the evaluation of student records for the purpose of determining eligibility and status of entering students and of students who petition to graduate.
- Processes and mails outgoing transcripts; maintains records relating to transcript fees received.
- Assists students, instructors and visitors with procedures for enrollment and registration, resident regulations, and basic scholarship and graduation requirements.
- May train, assign, and review work of temporary registration personnel and student workers.
- Performs various administrative and clerical duties such as filing, answering phones, data entry, record-keeping, and inter-office mail distribution.
- Travels to El Camino College to pick up all rosters, such as attendance, positive, grades, etc.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Student admissions and records rules, processes, and procedures of a college.
- Principles, practices, and techniques of records management, forms design, data processing, maintenance and inventory procedures.
- Legislation, California Code, Education code, laws, rules and regulations as they pertain to or impact student or business records.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

### **Ability to:**

- Analyze and interpret laws, regulations, board policy, and established administrative procedures and make decisions accordingly.

- Learn, apply, and explain the admissions and records rules and procedures of the District.
- Provide information and assistance to students and staff.
- Maintain records and prepare reports.
- Learn, interpret, and apply Federal, State, and local, administrative and departmental laws, codes, regulations, policies, and procedures.
- Operate modern office equipment, including computer equipment, copiers, printers, software programs, and cash register.
- Organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, and three (3) years of clerical experience, including one (1) year of performing duties in the maintenance of student records.

**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.

**PRE-EMPLOYMENT REQUIREMENTS/CLEARANCES**

- Criminal Justice Fingerprints.
- Tuberculosis screening.
- District pre-placement drug testing at District expense.

**APPLICATION PROCEDURE:**

To ensure full consideration, qualified candidates must submit:

- Compton Community College District Classified Application Online
- Upload the following documents:
  - Cover Letter (Letter of introduction highlighting your education and experience.)
  - Copies of pertinent transcript(s)
    - \*Transcripts from countries other than the United States must be evaluated by an agency that is a member of the National Association of Credentials Evaluation Service (NACES)
  - List at least three references (name and contact information of individuals who can attest to recent professional preparation and experience pertinent to this position.)
  - A complete resume.

ALL APPLICATIONS MATERIALS MUST BE  
SUBMITTED ONLINE AT:

[www.district.compton.edu/administration/human-resources](http://www.district.compton.edu/administration/human-resources)

**REASONABLE ACCOMMODATIONS:**

Any individual with a disability, who requires reasonable accommodation, may request assistance by contacting the Human Resources Office at (310) 900-1600 extension 2144, or completing form PC1105, a minimum of five (5) working days prior to closing date for this position.

Selection Procedure

- Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.
- Applicants who meet the basic qualifications and who are also deemed to possess the highest degree of desirable qualifications will be invited to the college at their own expense. During the campus visit, each applicant will be tested and/or interviewed.
- The Human Resources Office will rate responses to the questions or interview questions.
- Based upon this rating, a small number will be invited to the campus a second time for an interview.

**EMPLOYMENT INFORMATION:**

To be considered in the initial committee review, all materials requested in this vacancy notice must be received no later than the filing deadline. Applicants wishing to apply for more than one position must submit separate materials for each position. The District does not return materials submitted in application for a position. (Copies of original documents are acceptable.) SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY.

During the interview, consideration will be given to factors in addition to education and experience, including but not limited to professional development, ability to work with others, and commitment to meet student needs.

The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interview.

Applicants who are eliminated from consideration will be notified by letter or email. Candidates should not expect official notification of the status of their candidacy until the Special Trustee has acted upon the District's recommendation for employment.

The District reserves the right to extend the deadline, re-advertise the position, or to delay indefinitely filling this position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Staffing of this position is contingent upon the availability of funding.

**ABOUT THE DISTRICT**

El Camino Community College District became the partner district to Compton Community College District in August of 2006. Under the agreement with El Camino College, the El Camino College Compton Community Educational Center provides accredited instructional and student support services to our students with and on behalf of the Compton Community College District.

The 83-acre campus is located on Artesia Boulevard, just north of the Artesia freeway and west of the Long Beach freeway. The Compton Community College District continues to serve the communities of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. The District has been a viable part of the community since 1927.

The Compton Center is a welcoming, learning community in which the campus as a whole collaborates to serve and assist students in pursuit of their respective goals. It serves as an integrated cultural Mecca, and functions in a unified fashion so that all current and prospective students receive consistent messages regarding the importance of learning and our commitment to assist them in achieving their learning objectives.

Compton is “The Place to Be!” We will continue to serve our community with the goal of giving all students the education and skills needed to succeed in our global economy.

**MISSION STATEMENT:** The Compton Community College District is dedicated to providing the residents of its service region with diverse educational, career and cultural opportunities. The District is committed to offering a comprehensive curriculum in a safe, friendly and accessible environment that prepares students to achieve their personal professional goals.

**THE COMPTON COMMUNITY COLLEGE DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.** Compton Community College District is an Equal Opportunity/Affirmative Action employer and does not discriminate in employment on the basis of sex, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States. For specific details on this policy, please contact Rachelle Sasser, EEO Compliance Officer, at (310) 900-1600, extension 2140.

**IMPORTANT NOTICE**

To be included in the initial screening, application materials must be received no later than the closing date.