

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**       **Attendance Clerk**

**DEFINITION:**

Under general direction, performs a variety of clerical and monitoring tasks in support of the attendance accounting function for the Juvenile Court and Community Schools Program.

**REPRESENTATIVE DUTIES**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Contacts teachers to verify data or gather missing data.

Contacts parent to verify student absences.

Enters attendance and other information into a student information system.

Produces reports and/or spreadsheets used to compile statistics related to average daily attendance (ADA) and monthly/yearly attendance patterns.

Reviews attendance reporting regularly and makes needed corrections to ensure accuracy of information and compliance with State regulations.

Gives information to the public or staff where judgment and interpretation of policies, procedures or regulations are required.

Plans clerical operations.

Maintains both electronic and paper files and records; monitors the destruction dates of materials and notifies appropriate personnel of need for destruction.

Assists with preparation for audits; works with auditors as required to provide required documentation of records.

May lead the work of other employees.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

None

**EDUCATION AND EXPERIENCE:**

Substantial office clerical experience is required which indicates progressively responsible work assignments, including; entering data into a computer, compiling statistical reports, preparing spreadsheets, interpreting complex procedures or regulations, contact with the public; operating a variety of office equipment including computers and related software.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Clerical procedures

Computational and clerical recordkeeping methods

Modern office methods and procedures

Operation of standard office equipment including a computer and related software, calculator, facsimile

Appropriate English usage

**ABILITY TO:**

Rapidly learn pertinent school policies and procedures

Explain attendance procedures and methods to staff

Exercise good judgment, tact and diplomacy

Type accurately at a rate of speed sufficient to perform the tasks of this classification

Type narrative and statistical reports, correspondence and forms

Make arithmetic computations

Maintain filing and recordkeeping systems

Communicate effectively orally and in writing

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Office environment.

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate computer and other office equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects.

<b>Established</b>	<b>Approved by Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Job Code</b>	<b>Salary Range</b>
09/1999	September, 1999	7/2003, 6/2015	Non-Exempt		R40