

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Registrar II

DEFINITION:

Under general supervision, independently perform more complex technical and clerical duties related to the maintenance of student records according to established laws, rules and regulations for the Juvenile Court & Community Schools (JCCS) Program; provide assistance in the training of school office personnel regarding student records and graduation requirements; explain laws, policies and procedures to students, staff and the public; enter and maintain student information in a computerized data system; prepare related reports. The class of Registrar II acts as a technical lead to staff in the development and maintenance of the transcript portion of the student information system and in facilitating learning as it relates to transcript evaluation and record keeping.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification work in the administrative office of the JCCS Program whereas incumbents in the classification of Registrar I work at an assigned school site. Differences in the classifications are in level of responsibility, independence, and decision making in the performance of a variety of technical/clerical duties. Additionally, incumbents in the Registrar II classification play a more significant role in trainings related to transcript evaluation and maintenance.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Assist staff in the more complex day-to-day tasks related to transcript evaluation and record keeping.

Assist in the development and maintenance of the student information system; collaborate with vendor and technology staff to resolve issues; ensure system is compliant with state requirements.

Facilitate professional learning for program staff by writing guidelines and preparing and delivering trainings related to transcript evaluation and maintenance.

Collaborate with curriculum staff to update and maintain A-G graduation requirements in system.

Collaborate with and serve as a liaison to ITS staff regarding the archiving of student records; answer questions regarding policies and procedures related to archiving student records.

Independently perform various technical and complex clerical record-keeping duties related to the maintenance of student records for the JCCS Program.

Evaluate and process transcripts; collect and verify completion of graduation requirements submitted by school sites.

Release student records to a variety of agencies including local school districts, Department of Human Services, the Probation Department, colleges and universities, branches of the military, etc.

Provide information to school districts, probation officers, social workers and other agencies on program policies and procedures and student status, discipline and assessment.

Prepare and verify records for student release; research, compile and evaluate student transcripts; prepare transcript worksheets and convert student credits to equivalent JCCS credits; enter and maintain student records and grade reports into a computerized data system.

Prepare related statistical and numerical reports; process students for graduation and maintain graduation database; maintain a variety of other records and databases; advise JCCS teachers of student information.

Prepare a variety of correspondence including reports.

May lead the work of other clerical personnel.

NON-ESSENTIAL FUNCTIONS:

Perform other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed below. A typical qualifying background would include: a minimum of two years of progressively responsible office/clerical experience involving strict and continuous attention to detail in the maintenance of complex manual and computerized records, preferably in a school setting. Experience must include a high level of interpersonal contact. Previous experience compiling and evaluating student transcript information is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Thorough knowledge of:

Computerized data systems_as utilized for attendance accounting, enrollment, and transcript preparation

General knowledge of:

State rules and regulations governing attendance accounting

Automated recordkeeping systems

Modern office procedures, organization and equipment

Effective recordkeeping systems and procedures

Personal computer operations and related word processing and spreadsheet applications

ABILITY TO:

Work with close attention to detail and accuracy

Collect data and prepare correspondence and reports

Read and accurately interpret laws, rules, and regulations pertaining to student records, graduation requirements, and other topics pertinent to the classification

Make decisions on procedural matters within the scope of established policy
Type accurately at a rate of speed sufficient for successful job performance
Communicate effectively orally and in writing
Establish effective working relationships with students, parents, staff and outside agencies
Work effectively independently and as part of a team with minimum supervision
Organize and prioritize work
Maintain confidentiality of information
Demonstrate attendance sufficient to complete the duties of the position as required

WORKING CONDITIONS & PHYSICAL ABILITIES:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

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.

Established: July 2011

Revised: February, 2015