

JOB DESCRIPTION
Nogales Unified School District #1

CLERK REGISTRATION

Purpose Statement:

The job of CLERK REGISTRATION is done for the purpose/s of documenting and/or providing reliable information about student records; ensuring accuracy of information; and providing information and/or direction.

This job reports to STUDENT SERVICES DIRECTOR

Essential Functions

- Assists with enrollment procedures and maintenance of student information for the purpose of ensuring accurate data is maintained.
- Maintains a variety of student records for district (e.g. cumulative registration information, Powerschool) for the purpose of documenting and/or providing reliable information.
- Processes requests from students, other districts, colleges/universities and/or employment agencies (e.g. transcripts, job verification, etc.) for the purpose of providing required information.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meeting as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Back-up to Registrar for the purpose of ensuring workload is processed in the event of an absence.
- Responds to written and verbal inquiries for the purpose of providing information and/or direction.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment
record keeping.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (english/spanish) helpful
business telephone etiquette
computer operation/skills
office methods and procedures
standard office software

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 4

Job description available upon request