

**DISTRICT REGISTRAR**

**DEFINITION**

Under general supervision, to perform a variety of specialized and complex statistical clerical tasks at the District level; to establish and maintain automated and manual student records, and other pupil information; perform functions of transcript analysis, reconciliation, correspondence, public contact, reports, and files; provide information and assistance to students, staff, parents and the public; perform related duties as required.

**EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs complex and technical clerical work requiring a familiarity with policies, practices and procedures pertaining to the assigned department.
2. Processes subpoenas for student records within legal time requirements.
3. Provides student record information to state and federal agencies including social services and law enforcement personnel.
4. Responds to appropriate legal offices such as the District Attorney, Public Defender, private attorneys, private investigators, probation department, corrections department, and OCDE.
5. Supervises document imaging activities and other clerical staff.
6. Provides copies of student records requested by parents.
7. Maintains high school transcripts for all graduates.
8. Provides college and university admissions office with transcripts as needed.
9. Maintains District archives regarding student records and initiates destruction of records according to established procedures and guidelines.
10. Reviews, audits, and monitors a variety of records, files, and statistical information.
11. Organizes, coordinates, and participates in the preparation of documents and records including forms, requisitions, work orders, board agenda items, and a variety of other materials.
12. Receives, sorts, and distributes incoming mail.
13. Initiates and receives telephone calls regarding departmental procedures and functions.
14. Schedules and calendars appointments.
15. Utilizes a computer to enter data and extract reports.
16. Orders, receives, and stores office supplies.
17. May assist in the orientation and training of other clerical personnel.
18. Prepares correspondence, forms, requisitions, and other materials.
19. Compiles and prepares various departmental records and reports.
20. May calculate fees and maintain financial records.
21. Operates a variety of office equipment, including computer, calculator, microfish, document scanner and copier.
22. Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Modern office methods, practices, and procedures; methods and techniques of filing and record keeping; correct English usage, spelling, grammar, and punctuation; standard office machines including computers; legal requirements for processing records.

**Ability to:**

Perform complex clerical work requiring accuracy and attention to detail; plan, organize and complete

work independently within established deadlines; provide leadership to clerical employees in the District Central Records Department; maintain comprehensive and accurate files and records; effectively and efficiently operate office equipment including computer, typewriter and calculator; type or enter data at a speed necessary for successful job performance; understand and carry out oral and written instructions; communicate effectively both in oral and written form; have an understanding and appreciation of human diversity; maintain confidentiality; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

**Education/Experience:**

Any combination equivalent to: Completion of the twelfth grade; and three years of increasingly responsible clerical experience including the maintenance of detailed records and use of computers. One year experience as Intermediate Office Assistant, School Secretary or equivalent.

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.