

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

Range 28

ENROLLMENT SERVICES CLERK

DEFINITION

Under supervision, perform specialized clerical functions, provide information and assistance to staff, parents, and the public; maintain statistical records, utilize manual and computer-assisted processes, and perform other related work 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. Compile, balance, verify, adjust and maintain accounting records and reports for the collection of school fees.
2. Collect and receipt monies.
3. Interpret and analyze state laws and local policies and be able to communicate this information effectively to parents and citizens.
4. Assist in the analysis and evaluation of student demographic information.
5. Provide support developing solutions to user-related problems.
6. Provide training and guidance to others as assigned.
7. Initiate and receive a heavy volume of telephone calls with parents and guardians to verify schools of attendance and provide information on the Open Enrollment program.
8. Review Open Enrollment and Inter-District transfer requests for accuracy and completeness.
9. Collect and compile enrollment and class size average reports
10. Perform data entry utilizing computerized student systems and electronic spreadsheets.
11. Maintain accurate files.
12. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern office practices, procedures and techniques; standard office machines, including computers; automated record management, storage and retrieval systems; organization and planning methods, trends, techniques and practices.

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Ability to:

Perform responsible and specialized clerical tasks utilizing independent judgment; complete a variety of tasks with speed and accuracy while handling frequent interruptions; communicate with tact and diplomacy; communicate effectively and present information clearly and concisely; maintain confidentiality; have an understanding and appreciation of human diversity; effectively and efficiently operate micro-computers, terminals and other machines and equipment; type or keyboard correctly; use 10-key calculator by touch; understand and carry out oral and written directions; establish and maintain cooperative working relationships. Comply with the District's customer service standards, as outlined in Board Policy.

Experience/Education:

Three years of increasingly responsible clerical experience involving detained record keeping and use of computers. Equivalent to the completion of the twelfth grade.

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.