

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: REGISTRAR II (Range 17)

BASIC FUNCTION:

Under direction of an assigned supervisor, perform complex duties using independent judgment to establish, maintain and monitor the permanent school records of high school students; coordinate and review work of other personnel assigned to assist in updating and maintaining records.

DISTINGUISHING CHARACTERISTICS:

Registrar II incumbents are assigned to a comprehensive or alternative high school. Registrar I incumbents perform tasks involving the maintenance of records and transcripts at an assigned middle school or special school site.

REPRESENTATIVE DUTIES:

Perform complex duties using independent judgment to establish, maintain and monitor the permanent school records of high school students. *E*

Evaluate foreign and domestic transcripts; prepare permanent records for incoming students in the computer system history file. *E*

Post credits and grades earned from school year, off-campus courses and summer school; calculate grade point averages; change credits according to established procedures. *E*

Communicate with Data Processing personnel regarding forms, procedures and control of records; forward materials to Data Processing and monitor processed materials. *E*

Type letters, reports, memoranda, bulletins and other documents including material of a confidential nature. *E*

Respond to inquiries regarding student records from students, parents, teachers and other schools and agencies; send records to other schools according to established procedures. *E*

Maintain various complex and confidential files and permanent records; compose reports independently or from oral instructions; maintain accurate filing system of cumulative files for active and inactive students. *E*

Prepare records of graduations for microfilming; compile list of records sent to District Office for microfilming; prepare and process graduate cumulative records at year-end according to established procedures. *E*

Prepare transcripts for students for college applications and scholarships; assist students with requests for transcripts. *E*

Operate various office machines including a computer, typewriter, copier and other standard office machines as assigned. *E*

Request records from in- and out-of-District schools. *E*

Record test scores, honors and awards received by students. *E*

Prepare and research information for drop-out file for State report. *E*

Coordinate and review work of other personnel assigned to assist in updating and maintaining records.

Assist in the identification and notification of retained students; follow up on incomplete semester and summer school grades.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State Education Code regarding laws and procedures related to student records.

Graduation requirements, course titles and content, District master course file, hours and credits and grading policies.

Modern office practices and equipment and procedures, including filing systems and record-keeping.

Correct English usage, vocabulary, spelling, grammar and punctuation.

ABILITY TO:

Perform complex duties using independent judgment to establish, maintain and monitor the permanent school records of high school students.

Work independently with little direction.

Maintain records and prepare reports.

Type at 40 words per minute.

Operate a variety of assigned office machines.

Establish and maintain effective relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by business and secretarial courses and two years of responsible clerical and secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Seeing to read and prepare various materials.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods of time.

Bending at the waist or reaching overhead, above the shoulders and horizontally to store or retrieve files.