

# **ELK GROVE UNIFIED SCHOOL DISTRICT**

## **CLASS TITLE: REGISTRAR**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform complex clerical and statistical record-keeping duties related to the enrollment and maintenance of permanent school records at an assigned high school site or student records at the District office; assure compliance with established rules, regulations, policies and procedures.

### **ESSENTIAL FUNCTIONS:**

Perform complex clerical and statistical record-keeping duties related to the enrollment and maintenance of permanent school records at an assigned high school site or student records at the District office; assure compliance with established rules, regulations, policies and procedures.

Process paperwork for new students; assure accuracy and completeness of registration forms; establish cumulative and health files; distribute grades and paperwork to teachers; input student data into computerized student information system.

Request records and transcripts for new students from previous schools; review and evaluate transcripts received from other schools to determine allowable credits; transpose information for recording purposes; release and send records and transcripts to requesting schools, students and outside agencies; account for transcript monies received; process withdrawing students.

Establish and maintain a variety of student records and files including cumulative records, grades, credits and transcripts; process grade changes; maintain confidentiality of sensitive and privileged information.

Communicate with counselors, administrators and students to assure students are on track for graduation; evaluate transcripts of graduating seniors to assure graduation requirements have been met.

Prepare financial eligibility lists of students for a variety of activities, fines and from grades listed on students' permanent records; complete good student discount forms for insurance purposes.

Receive telephone calls and provide information and assistance to students, parents, staff and the public regarding student grades, enrollment and related policies and procedures; schedule meetings and appointments.

Perform a variety of responsible and complex clerical duties including typing, filing and duplicating materials; type lists, requisitions, forms, reports, correspondence and other materials; independently compose correspondence; purge records and files in accordance with established guidelines.

Utilize assigned student information system to input data regarding current and new students and to generate a variety of reports.

Order and process diplomas; prepare lists of graduates and submit to administrators, District Office and vendors for printing.

Operate a variety of office equipment including a typewriter, fax machine, copier and a computer and assigned software.

Perform special projects and prepare various forms and reports on behalf of administration; attend to administrative details on special matters as assigned.

Greet and assist visitors at the counter as needed; answer phones and take and relay messages as appropriate.

Train and provide work direction to student assistants.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Applicable laws, codes, rules and regulations related to assigned activities.

District registration policies and procedures.

Alpha and numeric filing systems.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Transcript evaluation and student enrollment procedures and requirements.

Graduation requirements.

Mathematical computations.

**ABILITY TO:**

Perform complex clerical and statistical record-keeping duties related to the enrollment and maintenance of permanent school records at an assigned high school site or student records at the District office.

Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.

Meet schedules and time lines.

Plan and organize work.

Work independently with little direction.

Utilize alpha and numeric filing systems.  
Maintain confidentiality of sensitive and privileged information.  
Answer telephones and greet the public courteously.  
Compose correspondence and written materials independently.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of office equipment including a computer and assigned software.  
Complete work with many interruptions.  
Type at a minimum of 35 words per minute from clear copy.  
Make mathematical computations with speed and accuracy.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information in person or on the telephone.  
Sit or stand for extended periods of time.  
See to read a variety of materials.  
Bend at the waist, kneel or crouch to file materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and three years of general clerical experience involving public contact and one year of student record-keeping activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.