



## REGISTRAR

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### Position Summary

Performs a variety of complex and diverse clerical work requiring independent judgment and a thorough knowledge of modern office and clerical procedures and practices. Activities are typically oriented to the specialized nature of the office or function to which assigned.

Coordinates and prepares complex reports, maintains records requiring compilation and classification of varied information, performs complicated reconciliations, and maintains control functions where legal time limits and procedural requirements are critical.

### Essential Functions

1. Independent compilation of information and records pertaining to departmental needs; may involve notification of staff when certifications, licenses or other documents are invalid or about to expire; or, may involve documentation of student activity and notification of parent/teacher.
2. Maintain knowledge of federal, state and district laws and codes regarding area of assignment such as enrollment, scholarships, guardianship and tuition waivers.
3. Complete reports for state and district personnel. Maintain accurate, up-to-date records and supply administrators with correct information when necessary.
4. Compose memos and correspondence; distribute as necessary to subordinates, teachers, students and parents.
5. Process student enrollment through withdrawal records; evaluate transcripts and other documents; maintain student and teacher files, log books, ledgers, and records.
6. Use computer for data entry and assembly; retrieve documents for department use when requested. This function may involve student registration, scheduling, or performance.
7. Order departmental supplies and maintain inventory.
8. May receive, sort and distribute in-district and U.S. mail.
9. May set and enter master schedule on the computer.
10. May act as telephone and personal receptionist; screen and answer inquiries from other departments and public; relay messages.
11. Maintains regular and prompt attendance.
12. Performs other related duties as required.

### Required Knowledge, Skills and Abilities

1. Maintain knowledge of federal, state and district laws and codes regarding area of assignment such as enrollment, scholarships, guardianship and Tuition waivers.
2. Ability to post data and make rapid and accurate mathematical calculations necessary in detailed record keeping.
3. Demonstrated competence in typing and computer skills, data entry and use of standard office machines.

4. Highly developed written and verbal communication skills.
5. Complete reports for state and district personnel. Maintain accurate, up-to-date records and supply administrators with correct information when necessary.
6. Compose memos and correspondence; distribute as necessary to subordinates, teachers, students and parents.
7. Process student enrollment through withdrawal records; evaluate transcripts and other documents; maintain student and teacher files, log books-, and other records
8. Ability to work independently. Respect for confidentiality.
9. Ability to set priorities and meet varying deadlines.
10. Independent compilation of information and records pertaining to departmental needs; may involve notification of staff when certifications, licenses or other documents are invalid or about to expire; or, may involve documentation of student activity and notification of parent/teacher.
11. Experience differentiating practices for diverse populations.
12. Ability to work effectively and collaboratively with diverse students, staff and community populations.

**Minimum Qualifications**

Graduation from a senior high school or equivalent. At least two years of secretarial or clerical experience which included data entry. Additional or continuing training or experience in secretarial, clerical or bookkeeping field is desirable. Bilingual proficiency and/or multicultural experience strongly preferred.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA - CLASSIFIED
<b>Pay Grade</b>	Grade 11 /12-month work calendar
<b>Approved by</b>	Cydney Vandercar, <i>Director of Human Resources</i>
<b>Last revised</b>	September 2016