



## *Registrar II*

(previously Office Specialist II)

### Classified Position

Initial Date: June 29, 1994  
Board Approval: June 12, 2012  
Revision Date: June 12, 2012  
Personnel Commission:  
Range: 45  
Reports to Site Administrator

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Perform various complex and specialized statistical and clerical functions under the direction of the school administrator(s) at the high school level. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class requires a high degree of positive contact with students, school staff, and others. This job class requires extensive knowledge of computerized record keeping systems and methods.

### **REPRESENTATIVE DUTIES:**

- Register and enroll new students; collect and process enrollment forms and information; request, receive and review incoming new student records, files and transcripts; evaluate and verify courses, course credits and student information as needed; compile, assemble, distribute enrollment packets
- Coordinate, compile, prepare, verify, and process testing for placement of new students
- Establish and maintain cumulative student records; process and develop student class assignments, special student class requests, classroom and master schedules; review and analyze out-of-district transcripts and assists in determination of District equivalencies; prepares official transcripts for transfers and maintains official lists
- Perform various data processing system support tasks; acts as liaison with system provider; coordinates the use of the systems back-ups and records management system
- Establish, maintain, update, and research complex computerized and/or manual files, records, and logs; runs simulations and prints reports
- Prepare, develop and modify student schedules according to establish standard and procedures; notify faculty, administrators and others of scheduling changes
- Serve as informational resource to students, parents, staff, and other outside agencies
- Provide withdrawing students with updated transcript information displaying current grades and credits earned
- Prepare correspondence; receive and direct calls; provide information regarding office/program operations, policies and procedures; operate a variety of office equipment
- Train and assist computer records system users and adds new users
- Perform basic First Aid in accordance with established District policy
- Perform related duties as assigned

### **KNOWLEDGE AND ABILITIES:**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation and be able to follow both oral and written instructions independently
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of computer database office support systems and operations as appropriate to assignment
- Knowledge of complex office methods, procedures, and practices

- Knowledge of mathematics to perform calculations and basic statistical computations with speed and accuracy
- Ability to use and coordinate/manage the use of designated computerized and manual record keeping systems as appropriate to assignment
- Ability to perform a wide variety of highly responsible and complex clerical support functions with speed and accuracy
- Ability to learn, interpret, and apply procedures and standards
- Ability to analyze situations and take appropriate action without immediate supervision
- Ability to plan and organize assigned tasks so as to meet prescribed timelines
- Ability to operate standard office equipment
- Ability to pass a standardized typing test at the rate of 50 words per minute, desired
- Ability to establish and maintain effective working relationships with those contacted in the performance of required duties
- Knowledge of state graduation requirements
- Ability to demonstrate sound and independent judgment in the interpretation, application or modification of existing methods and procedures

### **WORKING CONDITIONS:**

#### **ENVIRONMENTAL CONDITIONS:**

- Primarily indoor office environment; subject to frequent interruptions

#### **PHYSICAL DEMANDS:**

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information in person or on the telephone
- Lifting, carrying, pushing/pulling or bending at the waist as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Three years of previous office training and experience; experience in a school office or as Registrar I desirable
- District or clerical experience beyond the required three years may be substituted for additional clerical or business courses
- Typing certificate is required, net 50 wpm, desired
- Bilingual ability may be desirable

### **LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License
- May require pre-employment physical examination

### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.