



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Registrar #2325
County Operated Schools and Programs

SALARY PLACEMENT: Classified Salary Schedule
Range 28

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade, plus one year of general business training or business/computer courses obtained through a community college, trade, or correspondence school. Experience of a closely related nature may be substituted. Possess two years of varied and progressively responsible experience involving student services.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess computer skills. Experience in business procedures. Experience working in a school district or county office of education working directly with students in some type of student services function.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Basic office methods, practices, and procedures, include filing systems, correspondence, standard English usage, spelling, grammar, and punctuation. High-level computer skills. Ability to carry out complex oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence with minimum direction. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Student Services Administrator, provides for the proper recording of students grades and credits for the County Operated Schools and Programs; assures teachers have information necessary to direct students toward graduation; performs other clerical duties in support of the program. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Evaluates student transcripts from other schools and enters applicable credits to the system.
2. Enters report card information in the system.
3. Prints transcripts for teachers, parents and students in accordance with County Office policy; sends transcripts to schools as requested.
4. Reviews and approves applications for graduation; prints diplomas.
5. Enters student demographics.
6. Assists in general office secretarial and clerical duties as directed.
7. Performs related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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rev 9/10/12 sc

rev 4/14/16 sc