

CLERK III (ATTENDANCE)

Definition

With supervision

Perform varied and increasingly responsible clerical work

Do related work as required

Clerk III's may be assigned to work in attendance and be responsible for general office duties

Examples of Duties

Oversee student attendance, including clearing absences, processing roll sheets, entering data, answering teacher and parent inquiries, providing various attendance reports, generating weekly truancy letters and monthly SARB notices

Assist in preparation of average daily attendance (ADA) report

Request homework assignments from teachers for students who are ill

Operate a variety of office equipment

Miscellaneous typing and data entry

Desirable Qualifications

Education and Experience:

A high school diploma

A minimum of one year of general clerical experience

Experience working with young people

Knowledge of:

English usage, spelling, grammar and punctuation

Current office equipment and procedures

District Disaster Preparedness Plans

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Ability to:

Perform work of average difficulty with speed and accuracy

Establish and maintain cooperative relationships with those contacted in the course of work

Operate computer using current software

Type at a reasonable rate with speed and accuracy

Provide information in a confidential manner

Communicate well verbally and in writing; understand and carry out verbal and written instructions

Simultaneously handle multiple ongoing projects or processes

Analyze situations and adopt a course of action; solve many problems independently without supervision

Be flexible

Approved Board of Trustees: December 12, 1995

Revised: February 11, 2003