

JOB DESCRIPTION

JOB TITLE: Attendance & Records Clerk – Child Development Services

Report Identification Code: icarcse

Job Purpose Statement/s: The job of "Attendance & Records Clerk - Child Development Services" is done for the purpose of providing clerical support to assigned personnel; communicating information to staff and the public; orienting assigned personnel to their job requirements; ensuring compliance with financial, legal and administrative requirements; and providing information and/or directions as may be requested.

Essential Job Functions:

- **Assists** Child Development Services Office Manager in various task (i.e. ADA/Budget, student records, etc.) for the purpose of supporting the performance of their functions.
- **Composes** documents (i.e. correspondence, agendas, minutes, bulletins, report, etc.) for the purpose of communicating information to program personnel, the public, state officials regarding student enrollment, academic records.
- **Coordinates** schedules (i.e. appointment, meetings, interviews, travel, etc.) for the purpose of organizing workday.
- **Maintains** various information, files and records (i.e. permanent records, transcripts, attendance, documentations, etc.) for the purpose of providing information regarding student enrollment, academic records and other student information, etc.
- **Monitors** assigned activities (i.e. enrollment procedures) and / or program components (i.e. attendance compliance, critical timeliness, etc.) for the purpose of ensuring compliance with financial, legal and /or administrative requirements.
- **Performs** record keeping and clerical support functions, scheduling, copying, etc. for the purpose of supporting the office manager in performing their functions.
- **Processes** documents and materials (i.e. attendance reports, schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate resources as required by the Courts, school districts, state agencies, county office, etc.
- **Responds** to inquires of staff, the public, school districts, parents and/or students for the purpose of providing information and/or direction as may be required of student attendance/academic reports.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. procedures updates, training, etc.) as assigned for the purpose of conveying and/or gathering information required performing functions.

- **Translate written and verbal information for the purpose of making information available to non-English speaking individuals.**

Job Requirements – Qualifications:

- **Experience Required:** Prior job related experience in accounting.
- **Skills, Knowledge and/or Abilities Required:**
 - *Skills* to operate standard office equipment including software applications appropriate to assignment; use English in both written and verbal form; communicate in secondary language in both written and verbal form maintain records; use personnel policies and procedures; apply problem solving techniques; use relevant education code, federal, state and county policies.
 - *Knowledge* of math at a level to perform algebra and/or geometry; of language at a level to read periodicals, dictionaries and/or write business letters, reports and /or speaks in relation to panel and/or extemporaneously on a variety of subjects; to reason at a level to apply principals of logical or scientific thinking to solve practical problems and/or interpret a variety of furnished instructions.
 - *Abilities* to sit for prolonged periods, to influence people in their opinions, attitudes, and judgments; to make judgments and decisions; to perform a variety of duties involving frequent changes of tasks, aptitudes, techniques, procedures, etc. Significant physical abilities include reaching/handling/fingering/talking/hearing conversations, near visual acuity/visual accommodation.
- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, Tuberculosis Screening, valid Drivers License and evidence of Insurability.