

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: OFFICE SUPPORT II - REGISTRAR SCHOOL-BASED POSITIONS

GENERAL STATEMENT OF JOB

Under general supervision performs a variety of clerical, secretarial, and general office assistance duties involving student enrollment and records. Work involves filing, reviewing, typing and processing transcripts, correspondence, reports, statements, manuscripts, forms and other materials; processing of materials from typed, handwritten copy or machine dictation requiring the use of a typewriter, personal computer, and other office machines; and distributing and processing report card scan sheets. Employee is responsible for screening and routing materials according to content of communications and resolving questions and problems using established procedures with unusual situations are referred to others for counseling. Reports to a School Counselor or Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Types and processes correspondence, reports, statements, student schedules, forms and other materials from typed or handwritten copy. Work requires responsibility for content, spelling, punctuation, grammar and format while maintaining confidentiality in working with counselors, principals, students, teachers and parents.

Obtains records of students from other schools from Counseling Secretary and assigns the appropriate classifications according to established procedures; completes the required paperwork to transfer student records to other schools; creates permanent files for new students; prepares the paperwork required to withdraw or transfer students including attendance records, grades, etc.

Responds to requests for records, attendance, etc. received from schools, individuals, colleges and community agencies, (i.e. police, social services, social security and various community agencies).

Retrieves reports from SIMS for counselors and administrators; enters and processes data.

Enrolls and withdraws students; reviews attendance zone; reviews enrollment forms, placing proper enrollment codes on forms after counselors review schedules; enters data into the computer; pre-registers students, entering schedules, corrections, verifies information in SIMS, etc.; submits SIMS changes to SIMS Operator.

OFFICE SUPPORT II – REGISTRAR

Distributes and processes report card scan sheets; separates and distributes to teachers; proofreads scan sheets and processes them with electronic scanner, uploads information to computerized formats; files test score sheets in students folders; updates test cards with pertinent information; processes promotion lists.

May provide coverage for the front office, answering the telephone.

Processes, sorts, checks for accuracy, and files applications, pupil data sheets, and other routine documents in accordance with established systems; maintains routine office records relating to student records, immunizations, accounts and programs related to these records.

Performs data entry for summer school registration; generates report cards.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from High School with course work in the operation of popular word processing and file maintenance computer programs preferred and 1 - 3 years experience in secretarial or clerical work and the operation of computers using popular word processing and file maintenance programs; or an equivalent combination of experience and training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of automated office equipment such as computers, copiers, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

OFFICE SUPPORT II – REGISTRAR

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operations of the department.

General knowledge of common word processing, spreadsheet and file maintenance programs.

OFFICE SUPPORT II – REGISTRAR

Considerable knowledge of SIMS (school based).

General knowledge of the principles of organization and administration.

Ability to transcribe information and to prepare standardized forms, letters and reports from that information.

Ability to operate common office machines.

Ability to process documents such as purchase orders, invoices, etc.

Ability to sort and distribute documents.

Ability to maintain complete and accurate records and to develop standard reports from those records.

Ability to respond to questions based on considerable knowledge of the department.

Ability to understand and follow oral and written instructions.

Ability to type accurately at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.