

**CENTRAL REGISTRAR**  
(Albany School District)

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the Director of Pupil Personnel Services, this administrative position is responsible for the coordination, implementation, computerization and maintenance of all registration materials and processes for the School District's registration for kindergarten through 8<sup>th</sup> grade. The incumbent works closely with parents and students during registration by providing assistance in the completion of forms and required documentation to meet enrollment guidelines. Supervision is exercised over clerical personnel.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Plans, coordinates and supervises the processing of all student enrollment/transfer forms and documents (i.e. custodial and residency eligibility, immunizations, birth certifications, affidavits, etc.);
- Provides instructional information to parents of new or transfer students;
- Prepares, creates and modifies reports in a computerized system to provide statistical information to federal, state and local authorities;
- Maintains, verifies and adjusts data in a computerized system;
- Supervises and assigns work to clerical staff involved in the registration process;
- Assists school district personnel and administrators by providing computerized records;
- Supervises the retrieval and recording of information needed for students entering and exiting the district,
- Maintains computerized enrollment (including immunization, birth records, residency etc...), attendance, and transfer records;
- Ensures computerized records conform with applicable laws and policies;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of computer applications and software;
- Good knowledge of personal computers and office equipment;
- Good knowledge of administrative procedures and policies in an office setting;
- Ability to interact effectively with diverse demographics and multi-ethnic backgrounds;
- Ability to supervise the work of others;
- Ability to document work and follow-through on commitments;
- Ability to communicate effectively with others;
- Ability to work in diverse settings;
- Ability to understand and follow detailed oral and written instructions;

SEE REVERSE SIDE

- Ability to maintain confidentiality;
- Good judgment;
- Courteous;
- Tact;
- Diplomacy;
- Reliability;
- Accuracy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Computer Information Systems or Human Services or related field and two (2) years of satisfactory full-time paid experience in a human resources/services setting, with a concentration in computer skills; **OR**
- B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of satisfactory full-time paid administrative experience in a human resources/services setting, with a concentration in computer skills, which shall have included supervisory experience; **OR**
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL NOTE:**

A valid Notary Public Certificate is required within 6 months of the date of hire and for the duration of employment.

Position may require evening hours as needed.