

CENTRAL REGISTRAR CLERK
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent assists the Central Registrar with the application process by providing clerical support and entering data into a computerized system. The Registrar provides direct supervision by observation, periodic or spot checks, cross-checking or other steps in the clerical review of completed work assignments. Various routine clerical tasks are also performed. Supervision is not a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Copies, collates, distributes, collects and reviews registration/enrollment packets;
- Proofreads material and makes necessary corrections and/or requests additional information;
- Assists in the computerized reporting of data to school administrators, guidance counselors and attendance clerks;
- Prepares and maintains simple records and files pertaining to daily departmental operations;
- Prepares and mails basic correspondence, brochures, literature etc.;
- Performs routine clerical tasks such as filing, sorting and answering telephones;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of personal computers and office equipment;
- Working knowledge of office terminology, procedures and equipment;
- Ability to learn routine repetitive tasks in a reasonable period of time;
- Ability to understand and follow written and verbal instructions;
- Ability to write legibly;
- Ability to get along well with others;
- Clerical aptitude;
- Mental alertness;
- Accuracy;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma and two (2) years of satisfactory, fulltime, paid clerical experience which shall have included the use of computers in an automated setting; **OR**
- b) Any equivalent combination of training and experience.

SPECIAL NOTE:

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