

## ORANGE UNIFIED SCHOOL DISTRICT

### DISTRICT REGISTRAR

#### DEFINITION

Under general supervision, performs a wide variety of accurate, complex and specialized activities pertaining to the management of district wide student records and technical functions of the Office of Child Welfare & Attendance; works to insure the accuracy of all District records and is responsible for the overall processing of incoming and outgoing cum folders and student transcripts; annually works with staff to train and update District site registrars regarding rules and regulations pertaining to records, state and federal regulations and the addressing of court documents, such as subpoenas and court orders; maintains strict alphabetical files for the entire set of student records and prepares them for the imaging storage process; researches information and composes correspondence and works with all office equipment and computer programs; maintains files for instant access of over 120 years of student records; regularly operates calculators, computers and similar equipment; performs related duties as required.

#### DISTINGUISHING CHARACTERISTICS

This position classification learns and applies specialized procedures involving Federal and State Education Codes and related laws; handles peak rushes and regular office traffic, maintains specialized records with detailed accuracy; collects, alphabetizes, file data relating to district wide records utilizing the computer system, microfilming and actual hard copy documents.

#### ESSENTIAL DUTIES

Performs a variety of specialized duties in accordance with the provisions of the Education Code, County, State and Federal Laws and School District Policies. Responsibilities may include, but are limited to:

- Verifying credentials of students and insuring accuracy of transcripts and records.
- Prepare approximately 4,000 cum folder and 2,300 transcripts per year for preservation and mailing.
- Under the direction of staff, controls cumulative records process for drop out students.
- Maintains constant contact with school personnel and public.
- Provides employee orientation.
- Responds to boundary, open enrollment, inter-district, credit, and other questions from the public and personnel by phone or personal contact.
- Purges cumulative record folders in preparation for microfilming documents.
- Works closely with police, probation, social services and other community agencies.
- Recovers fines owed by former students.

#### QUALIFICATIONS GUIDE

##### Knowledge of:

- Correct English usage, spelling, grammar, punctuation and composition. Must be competent in alphabetization.

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- Art of communication and ability to meet the public tactfully and courteously in situations requiring diplomacy, confidentiality, friendliness and firmness.
- Keyboarding with computer skills.
- Use of microfilm reader/printer and photocopier.
- District policies, rules and regulations, and appropriate sections of codes pertaining to student records.
- Safe working methods and procedures.

#### **Ability to:**

- Perform a variety of complex technical tasks involving use of independent judgment, with accuracy and speed.
- Understand complex court documents and act accordingly.
- Interpret laws, codes, policies, etc.
- Proficiently operate computer and standard office equipment, including word processor.
- Independently compose correspondence.
- Receive and transmit messages accurately via telephone, faxes, email and direct contact.
- Understand, carry out and give oral and written instructions.
- Read, interpret and apply complex rules, regulations and policies.
- Type accurately 50 words per minute.
- Be strictly confidential regarding all matters.
- Proficiency in use of calculator, adding machine and computer.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The position classification performs light work that involves sitting a major portion of time, but does require walking and standing for period of time. Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. The employee is occasionally required to stand, walk, kneel, or crouch; often must lift, carry, shove or pull up to 50 pounds. Individuals in this class require vision (which may be corrected) to read small print, accurate perceiving of sound and dexterity for working with business machines, materials and objects. Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the position.

#### **Training and Experience:**

Equivalent to completion of the twelfth grade supplemented by courses in office practices or secretarial science. Five years of experience in records management, or any combination of training and experience that could likely provide the desired knowledge and abilities.