

## **ATTENDANCE CLERK**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- High school diploma or GED
- Demonstrated aptitude and accuracy in clerical skills
- Passing score on the following skills assessments: Basic Computer, Internet Basics, and Using Email.
- Two years of responsible clerical experience
- Knowledge of word/data processing and procedures
- Equivalent combination of education/training/experience

#### **B. DESIRED**

- Trade or vocational school or equivalent

### **SUMMARY**

Receives and records absence reports on daily sheets; maintains permanent attendance cards; receives and records written and telephoned excuses for absences; contacts parents concerning unexcused absences; prepares monthly attendance report for State. Performs specialized clerical work and record-keeping functions as needed. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Principal

### **ESSENTIAL FUNCTIONS**

- Receives and records absence slips on daily record sheets
- Receives telephone calls and written excuses concerning absences and other information
- Welcomes visitors and provides specific and detailed information, opens and distributes mail, and makes appointments and travel arrangements, as necessary
- Calls home of absent students when no absence notice has been received
- Posts daily absence sheets to permanent attendance cards
- Types materials of moderate complexity from copy or transcriber, using keyboarding skills and proofreading abilities
- Operates switchboard when necessary
- Handles materials of a confidential nature
- Perform receptionist duties when necessary
- Maintains workbook account, including issuance of workbooks and receipt of money from teachers
- Assists with work orders, purchase orders and/or requisitions
- May visit homes of absent students and take home students who become ill
- Monitors students in cafeteria during lunch and/or on the playground, when necessary
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21<sup>st</sup> Century skills
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs other related duties as assigned

## **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop and carry up to 20 pounds
- Ability to operate standard office equipment