

**Yuba City Unified School District
ATTENDANCE CLERK I**

RANGE 27

DEFINITION

Under general supervision, to maintain daily records of student attendance; to verify excused and unexcused absences; to issue student pass slips; to prepare attendance reports and maintain attendance records; to do related work as required.

EXAMPLES OF DUTIES

Trains and supervises students and personally performs attendance accounting work which involves the keeping of accurate daily school attendance records showing the attendance of each student by school period; provides service at attendance windows; checks with parents to verify absences; records unexcused absences and reports patterns of attendance problems to counselor; reviews and sends messages and call slips from counselors, school administrators and parents to classrooms; answers telephone; maintains records required for attendance accounting; assists in the preparation of the monthly EDAM report.

EMPLOYMENT STANDARDS

Education and/or Experience: High school diploma or equivalent required. Additional clerical or business training preferred. Minimum of two (2) years of increasingly responsible clerical or record keeping experience with one year in a school office is strongly preferred.

Knowledge and Skills: Requires record keeping, office organization and clerical skills. Must demonstrate word processing and data entry skill using a personal computer and established formats. Requires a working knowledge of attendance recording techniques and procedures. Requires communication skills sufficient to interact with co-workers, students and parents in one-on-one settings.

Abilities: Requires the ability to maintain records and reports related to attendance consistent with defined requirements. Must be able to interpret and apply District and State policies and codes that relate to attendance programs. Must be able to interact with a diverse student and parent population. It is essential that the incumbent in this position maintain the confidentiality of student records and information. Must be able to perform all the clerical and record keeping duties of the position including operation of commonly used computer software programs.

Physical Abilities: Requires sufficient arm, hand and finger dexterity in order to operate keyboard, typewriter (40 wpm) and other office equipment. Requires sufficient dexterity to keyboard large volumes of data within established time frames. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone. May be required to stand or be attentive at a customer service-style counter.

Licenses and Certificates: May be required to obtain a valid California Driver's License.