

SAN CARLOS SCHOOL DISTRICT
DISTRICT OFFICE REGISTRAR/FRONT OFFICE CLERK

BASIC FUNCTION:

Under the direct supervision of the Human Resources Director performs a wide variety of complex and difficult tasks pertaining to maintenance of student records, data input, reconciliation and correspondence. Acts as a primary receptionist for the District Office.

ESSENTIAL DUTIES:

- Greets, screens and directs all incoming visitors and telephone calls. Takes complete, accurate messages and distributes to District Office staff.
- Collects, processes, and performs data entry of district forms.
- Provides, verifies and collect student registration paperwork, including verifying residency and age requirements, including Tinsley transfers and Inter-district transfers.
- Updates and maintains student registration spreadsheets
- Uses Info Snap and PowerSchool Software to input new student data and communicates with special education department regarding possible new students when applicable.
- Submit annual Tinsley report to San Mateo County Office of Education.
- Annually mail out transportation schedules to Tinsley Program participant families
- Sorts and distributes incoming mail and makes special arrangements for certified/registered mailings.
- Explains school and district policies regarding students records to staff, parents and public.
- Maintains confidential student records and schedules their destruction at the designated appropriate time.
- Serves as an Interpreter (Spanish) to visiting parents or public.
- Provide clerical support for annual Federal/State testing to include: CELDT, SBAC, PFT (Physical Fitness Test), CSCS (CA School Climate Survey), including purchasing, organizing and collecting materials, in addition to mailing out test results to corresponding families.
- Prepare requisitions for technology department as needed.
- Performs general office duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices and procedures
- Record keeping, report preparation, and filing techniques
- Oral and written communication skills, including telephone techniques and etiquette
- Correct English usage, spelling, grammar, and punctuation
- Customer service techniques, interpersonal skills using tact, patience, and courtesy
- Proficient computer skill in data entry and job-related software; intermediate math; and Basic supervision techniques
- Microsoft Office software including Word, Excel and PowerPoint.

ABILITY TO:

- Organize, compile and evaluate data pertaining to students enrollment
- Perform complex and detailed clerical work with speed and accuracy
- Produce Excel Spreadsheets to track and maintain data
- Make arithmetic calculations with speed and accuracy
- Meet and greet the public tactfully and courteously both in person and on the telephone
- Communicate effectively both orally and in writing to students, staff, and public
- Works independently with a minimum amount of supervision
- Understand and carry out oral and written instructions
- Establish and maintain effective working relationships with peers and vendors
- Plan, prioritize tasks and organize work with the ability to shift from one project to another on a daily basis.
- Type or input data at 40 words per minute
- Learn new software as needed
- Maintain confidentiality as needed
- Work in a fast pace environment with frequent interruptions and high noise levels

MINIMUM QUALIFICATIONS:

- Employee must be detailed oriented
- Employee must possess strong interpersonal skills and professionalism as well as be able to build and maintain a positive working environment
- Proficiently operate office equipment, such as calculator, copier, computers, printer, fax machine, scanner and other computer devices as needed.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Any combination equivalent to: graduation from high school and two years increasingly responsible clerical or secretarial experience preferred; Bilingual preferred; First Aid Card preferred

WORKING CONDITIONS ENVIRONMENT:

- Office environment
- Constant interruptions

PHYSICAL DEMANDS:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English or other designated language.
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to squat, twist, stoop, kneel, and bend.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to twenty (20) pounds frequently and thirty (30) pounds occasionally.
- Able to push and pull objects weighing up to thirty (30) pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.