

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**ATTENDANCE CLERK**

DEFINITION

To maintain accurate records and compile routine reports relating to student enrollment and attendance; to perform a wide variety of general clerical work involving specified routines within broadly defined policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Receives attendance information from classes and computes and verifies daily attendance. Verifies student absences, issues readmittance slips and off-campus permits. Maintains communication between school and the home regarding student attendance patterns. Responsible for issuing daily absence bulletin and the monitoring of the period attendance system. Prepares data for compilation into County and State attendance reports. Reviews documents for accuracy, completeness, and conformance to established procedures. Compiles and tabulates statistical data. Answers inquiries and gives out information concerning routine standards, information and keeps a variety of records. Develops and maintains files. Orders, stores, and issues supplies and material pertinent to the function to which assigned. Operates standard office machines. May use data entry to update a variety of records, balance attendance reports, print special reports, run queries, and class load analysis. Prepares registration material and notices. May assist in the training of other clerical staff and student assistants. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of basic data entry techniques. Knowledge of record keeping practices. Ability to learn, interpret and apply procedures pertaining to attendance. Ability to make accurate calculations quickly. Knowledge of English usage, spelling, grammar, and punctuation. Ability to operate computer terminal. Ability to maintain complex clerical records and compile information. Ability to learn, interpret, and communicate rules, regulations, and policies. Ability to perform clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at 45 WPM. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

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Attendance Clerk (Continued)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of general experience.

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: