

ATTENDANCE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this class performs a variety of routine clerical work, following prescribed procedures, to accurately record student attendance and tardiness in an automated system for a school district. A high degree of attention to detail and accuracy in recordkeeping is essential to perform these duties. This position differs from an Attendance Officer in that an Attendance Clerk is not required to investigate and follow up on student absenteeism and report findings of truancy to school authorities. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Inputs and logs all student absences and tardiness, into an automated system;

Issues passes to students that arrive late to school and enters into computer program with reason for tardiness;

Prepares and mails form letters to parents notifying them of their child's excessive absences and/or lateness;

Distributes letters regarding absences to appropriate department or teacher and maintains copies in office;

Retrieves data and compiles information from manual and automated files for the preparation of routine reports and correspondence regarding attendance;

Prepares daily, weekly and/or monthly attendance reports and submits to designated administrators or school district personnel;

Calls parents to notify about and determine reason for student's absence;

Uses telephone to request and give routine information to parents and school district personnel;

Issues and processes all requests for early dismissal and ensures parental consent;

Maintains files of school district attendance records;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of office terminology, procedures and equipment; working knowledge of computer software applications to produce various formats, such as correspondence and reports; ability to understand and carry out oral and written instructions; ability to file alphabetically; ability to deal with people effectively; ability to establish and maintain effective working relationships with students, parents and school personnel; ability to read, write, speak,

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (cont'd) :

understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; discretion; tact; courtesy; good judgment; reliability.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.