

**PERALTA COMMUNITY COLLEGE DISTRICT - June 2011**

**CLASSIFIED JOB DESCRIPTION**

**ADMISSIONS AND RECORDS CLERK  
(SEIU Local 1021 Salary Range 22)  
Job Code: 009**

**CLASS PURPOSE**

Under general supervision, performs duties in student admissions, registration and records maintenance.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Supports the Admissions and Records area in a variety of duties including data entry, customer service, and telephone support.
- Assists students by providing accurate information regarding registration, graduation, and transcript requests.
- Assists in the distribution and collection of forms, including petitions for degrees and certificates, credit by examination, and transcripts, etc.
- Processes official transcript requests.
- Packages official transcripts.
- Logs and reconciles payments for official transcripts.
- Supports and provides relief for campus staff at each of the four colleges.
- Maintains filing system for incoming transcripts.
- Verifies student attendance.
- Operates a variety of modern office equipment.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. One (1) year of experience in student registration, admissions and records maintenance or an equivalent combination of training and qualifying experience that could likely provide the desired knowledge, skills and abilities to perform the duties of the positions.
2. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, Excel, Access and PowerPoint, etc.) and the Internet browser, web sites and e-mail.

**Job Description:** Admissions and Records Clerk

3. Ability to type accurately from clear copy. A word processing and/or spreadsheet skills assessment may be given.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of and ability to interpret and apply the rules, regulations, and policies governing rules, regulations and policies of registration and admissions.
- Ability to train and supervise the work of student assistants.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to speak and write effectively.
- Ability to analyze situations accurately and adopt an effective course of action

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.