

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

SENIOR ADMISSIONS & RECORDS CLERK (SEIU Local 1021 Salary Range 32) Job Code: 010

CLASS PURPOSE

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

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

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.

- Train and direct the work of student assistants in checking records, filing and mailings.
- Provide assistance to students, staff and the public regarding registration and procedures for requesting transcripts, verification of attendance, grade corrections units, grade points and actual computation of grade point averages.
- Assist in the distribution and collection of forms, including petitions for degrees and certificates, credit by examination and transcripts.
- Determine residency and process on-line registration, registration holds, adds, drops, census rosters and early alert codes.
- Verify student attendance.
- Process official transcript requests, and responds to transcript inquires by phone and email.
- Assist in distributing, collecting and screening the accuracy of attendance and grade rosters, including the collection and processing of incomplete forms from the faculty.
- Maintain electronic filing system for incoming transcripts.
- Process student subpoenas.
- Provide information to military recruiters upon request.
- Performs other related duties as assigned.
- Performs other related duties as required.

Job Description: Senior Admissions & Record Clerk

MINIMUM QUALIFICATIONS

1. Two years of experience in student registration, admission and records maintenance or any combination of training and experience that could likely provide the desired knowledge and abilities.
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.
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

- Demonstrated knowledge of rules, regulations and policies of registration and admissions.
- Demonstrated ability to train and supervise the work of student assistants.
- Willingness to establish and maintain cooperative working relationships with those contacted in the course of work.
- Demonstrated ability to speak and write effectively.

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

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- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment
- Computers and standard office machines and equipment
- Multi-line telephones
- Department-specific equipment

Revised: N/A