

ATTENDANCE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the performance of standardized clerical, data entry, and related office tasks in developing and maintaining records of attendance of students in a school district. Supervisors are available for consultation. The work is reviewed by periodic observation, cross checking, or spot checks. An Attendance Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops attendance registers at the beginning of each school year;
- Posts students' absences and tardiness to attendance register;
- Periodically accumulates attendance and checks attendance figures to ensure they balance with enrollment amounts;
- Completes several periodic attendance reports;
- Records dates of enrollments and dates when students leave the district;
- Provides attendance information for inclusion in an annual student census;
- May verify personal information maintained on each student with the guidance office or other sources;
- May assist in performing other routine clerical tasks;
- Utilizes electronic data processing systems to process, record, and report attendance data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to operate alphanumeric keyboards at an acceptable rate of speed and accuracy; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; alertness; neatness; accuracy; tact and courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical office experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/24/80

Revised: 8/8/88

Revised: 3/23/06