

ATTENDANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the tracking of student attendance and investigation of absenteeism. The work is performed under general supervision by school Principals. Supervision is not a function of this position. An Attendance Officer does related work as required.

TYPICAL WORK ACTIVITIES:

- Inputs and logs all student absences and tardiness into an automated system;
- Issues passes to students that arrive late to school;
- Calls parent(s)/guardian(s) to notify about and determine reason for student's absence and/or tardiness;
- Retrieves data and compiles information 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;
- Reviews, investigates, and follows up on absentee reports obtained from school personnel;
- Reports findings to appropriate school authority;
- Reports suspected cases of parental abuse and neglect to Cattaraugus County Social Services Department and School Officials;
- Uses telephone to request and give routine information to parents and school district personnel;
- Serves as a liaison between the school system and parents, courts, community agencies, and police authorities;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the community geography; good knowledge of general office terminology, procedures, and equipment; good investigative skills; good interviewing skills; ability to readily acquire familiarity with the organization, functions, policies, and regulations; ability to understand and carry out oral and written directions; ability to prepare written reports, manually or by using computer applications software; tact and courtesy in dealing with others; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A.) An Associate's Degree;

OR

B.) Two years of work experience involving substantial communication with adults or youth involving persuasion, negotiation, explaining, or counseling. This experience must have involved the exercise of judgment in dealing with or responding to another person. (Typical jobs involving this experience may include customer service representatives, people providing personal services, people providing social services, interviewers, counselors, and similar jobs involving periodic confrontation with a client, customer, member of the public, etc.);

OR

C.) A satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possess and maintain an appropriate class New York State Motor Vehicle Operator's license.

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: 10/17/13