



Job Description

POSITION TITLE: Registrar #2325
County Operated Schools and Programs

SALARY PLACEMENT: Classified Salary Schedule
Range 28

SUMMARY OF POSITION:

Under direction of the Student Services Administrator, provides for the proper recording of students grades and credits for the County Operated Schools and Programs; assures teachers have information necessary to direct students toward graduation; performs other clerical duties in support of the program. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High School diploma or equivalent. Proficient in computer use along with word processing, spreadsheets, and database information systems.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Two years of varied and progressively responsible experience involving student services and reviewing and posting high school transcripts. One year of experience in school-related clerical duties, including the use of student information systems. Knowledge of high school graduation requirements, maintenance and retention of student records, and course catalogs. Experience working in a school district or county office of education working directly with students in some type of student services function.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- basic office methods, practices, and procedures, include filing systems and correspondence
- standard English usage, spelling, grammar, and punctuation
- assigned software

Ability to:

- carry out complex oral and written directions
- make decisions independently
- communicate effectively
- establish and maintain cooperative working relationships
- prepare correspondence with minimal direction
- be flexible and receptive to change

Possess:

- high-level computer skills

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Evaluate student transcripts from other schools and enter applicable credits into the system.
2. Enter report card information into the system.
3. Print transcripts for teachers, parents, and students in accordance with County Office policy; send transcripts and other student records to schools as requested.
4. Review and approve applications for graduation and print diplomas.
5. Enter student demographics.
6. Assist in general office secretarial and clerical duties as directed.
7. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

8/30/2023 final sc