

**CLASS TITLE: Clerk Typist/Attendance**  
Range 7

**Basic Function:** Under general supervision, performs varied routine and general clerical duties including student attendance

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Computer and machine operation	Sorts,
alphabetizes, and files cards, records, and reports	Uses
computer to input and update student data including attendance	Checks
records and forms for completeness and accuracy	Types
purchase orders, letters, lists, and other materials	Types or
posts prescribed information and records	Initiates parent
contacts regarding student attendance	Sends SARB letters
and monitors attendance plans	Submits attendance reports
to District Office by computer and hard copy	Receives, distributes, and dispatches
mail	Answers telephone and greets visitors
	Handles minor student injuries and oversees
administration of medication	Prepare reports for MAA billing
Other related duties as assigned.	
Additional duties assigned to Attendance Technician of Community Day School:	
Register students	
Maintain cum files	
Generate transcripts	
Input student data	
Prepare and issue work permits	
Prepare necessary district, state and federal reports	

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Computer hardware and software  
Attendance systems including procedures and reports  
Operating office equipment  
Inventory and control  
Proper phone and receptionist practices  
Filing and office practices  
Basic school attendance laws and funding formulas

**ABILITY TO:**

Type at 35 words per minute  
Input data accurately and efficiently  
Establish and maintain rapport with students, staff and parents  
Keep accurate track of student absences and initiate corrective action when appropriate  
Meet critical deadlines

**EDUCATION AND EXPERIENCE:**

Student attendance software  
High school diploma or equivalent (AA preferred)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The noise level in the work environment is moderate. Interruptions due to student actions and walk-in traffic are frequent. The position requires multi-tasking and the ability to focus in a distracting environment.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Adopted: