

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### ATTENDANCE ACCOUNTING TECHNICIAN

Salary Range 14

#### **BASIC FUNCTION:**

Under the direction of the Dean of Enrollment Services, plans, schedules and performs a variety of responsibilities in support of the maintenance of complete and accurate admissions, grades and attendance accounting records; prepares, distributes and tracks roll and census sheets; enters attendance, census and grade information into the computer system; trains and provides work direction and guidance to student assistants and other clerical personnel as assigned; performs other related duties as may be assigned.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Plans, schedules and performs a variety of responsible and technical clerical work in support of complete and accurate admissions, grades and attendance accounting. (E)
- Registers students during the regular registration cycle and the official add/drop period; and code registration packets. (E)
- Processes data and enters student applications, processes instructors and student initiated drops and add permission slips; processes slips in accordance with regular, petition and re-admission methods. (E)
- Evaluates and determines residency classification for tuition purposes, changes residency status when necessary and re-bills students. (E)
- Reviews grade sheets for accuracy; enters data into computer. (E)
- Assures timely distribution of temporary and permanent roll sheets, add/drop census sheets and grade sheets to instructors; maintains logs of out/in status of census sheets; inputs and maintains accurate and current attendance and grade data in Banner; requests or provides information as necessary to assure completeness, accuracy and conformance to established procedures. (E)
- Provides recommendations on policies and procedures based upon system research and testing. (E)
- Attends meetings and conferences for purpose of enhancing knowledge base on information technology system. (E)
- Provides students, visitors and phone callers with technical information concerning policies, procedures, rules and regulations of admissions and records policies, registration policies; distributes applications and registration forms. (E)
- Prepares and distributes correspondence regarding a variety of issues including grades; prepare letters, forms, and memos providing or requesting information. (E)
- Processes incomplete contracts, instructor grades changes, challenge exam petitions and academic renewal petitions in accordance with college policy. (E)
- Trains and provides work direction and guidance to student assistants and other clerical personnel as assigned; completes work within established time lines for a variety of area activities. (E)
- Inspects and verifies roll and final grade sheets to ensure accurate and complete information; enters grades in history file after regular grade entry period. (E)
- Prepares and maintains a variety of records, archives, and logs related to activities including dates, census, grade and roll information; operates computer equipment to enter and retrieve data; maintains records of current and previous semesters and retrieve information as requested. (E)
- Provides Dean with a variety of attendance information to assist with preparation of mandated State reports. (E)
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school including or supplemented by courses in office practices and three years of increasingly responsible clerical experience, including at least one year of admissions and records experience.

**KNOWLEDGE OF:**

Applicable District, State and federal admissions, attendance and records policies, procedures, laws, regulations, functions and activities.

Applicable sections of the State Education Code and other applicable laws.

Policies and objectives of assigned program and activities.

Basic research methods.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Principles of training and providing work direction.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment and data entry techniques.

Alpha and numeric filing systems.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Letter and report writing techniques.

**ABILITY TO:**

Perform a variety of responsible and technical clerical work involving the maintenance of complete and accurate registration, attendance and grade information for College students.

Provide training, work direction and guidance to student assistants and other clerical personnel as assigned.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Perform a variety of clerical duties to assist with Admissions and Records activities.

Add, subtract, multiply and divide quickly and accurately.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work confidentially with discretion.

Meet schedules and time lines.

Complete work with many interruptions.

Determine appropriate action within clearly defined guidelines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Maintain records and prepare reports.

Type at 50 words net per minute from clear copy.

Understand and follow oral and written directions.

Operate a computer terminal to enter data, maintain records and generate reports.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides work direction to student workers.

**CONTACTS:** College administrative personnel, Academic division personnel, faculty members, Student Services personnel, students, community members, and the general public.

**PHYSICAL EFFORT:**

Sitting or standing for extended periods of time.

Light lifting of materials.

Reaching to file and retrieve records.

**WORKING CONDITIONS:**

Normal office environment.

Frequent interruption and interaction with students, staff and the public.