ADMISSIONS/RECORDS EVALUATOR
Series Specification
Admissions/Records Evaluator I
Admissions/Records Evaluator II
Admissions/Records Evaluator/Degree Auditor

DEFINITION
This series specification describes three classes used to implement the evaluation of credits for admission, transfer, and graduation requirements for the Los Rios Community College District’s offices of admissions and records.

TYPICAL DUTIES

Admissions/Records Evaluator I: Evaluates student transcripts for credit acceptability and for admissions and graduation; works with counselors to resolve graduation petitions; and distributes, explains, receives and checks for completion and accuracy of graduation and other petitions. Use of PeopleSoft software, including the Degree Audit module, for Admissions/Records data including but not limited to: data entry, retrieval of data, transcript review and printing, external transcript review and coursework data entry, and college catalog data. Researches, interprets, and applies varied and complex policies, regulations, procedures and guidelines related to transfer credits and graduation requirements; and compiles initial athletic eligibility. Performs a variety of clerical and technical duties involving student registration, admissions, veterans’ affairs, and records maintenance. Performs a variety of public contact tasks; communicates with students, staff, and other individuals to disseminate or explain information; and aids students in registration and admission procedures by giving information about admissions, credit transfer, and courses offered. Prepares and maintains student files, reviews files, records, and other documents to obtain information to respond to requests; and compiles and types reports. Receives and accounts for various fees. Processes records, posts and processes grades; processes and sends transcripts to students and colleges; and types and files various notices and forms. Composes and types letters and routine correspondence. Answers telephone, responds to requests and delivers messages; operates office machines, such as copier, fax machine, shredder and computer; receives and distributes mail; and orders materials, supplies, and services. Oversees the work of temporary and student workers. Performs related duties as required.

Admissions/Records Evaluator II: Oversees and leads the work of other classified employees, students and temporary staff; and resolves conflicts. Distributes, explains, receives and checks for completion and accuracy of: transcripts, graduation certificates, and other petitions. Use of PeopleSoft software, including the Degree Audit module, for Admissions/Records data including but not limited to: data entry, retrieval of data, transcript review and printing, external transcript review and coursework data entry, and college catalog data. Researches, interprets, and applies varied and complex policies, regulations, procedures, and guidelines related to transfer credits and graduation requirements. Composes and prepares graduation certificates, denial letters, and correspondence; and processes Social Security number changes. Works with counselors to resolve graduation petitions, obtain clarification on decisions, and resolve issues. Verifies that athletes meet all unit requirements, grade point average, and transfer rules as determined by the Community College Athletic Commission. Performs a variety of clerical and technical duties involving student registration, admissions, veterans’ affairs, and records maintenance including the posting of repeats, degrees, and certificates. Communicates with students, staff, and other individuals to disseminate or explain information; and aids students in registration and admissions procedures by giving information about admission and graduation requirements, prerequisites, and courses offered. Prepares and maintains student files; reviews files, records, and other documents to obtain information to respond to requests; and compiles data for and prepares statistical and other reports on various registration,
admission, veterans’ affairs, and records related topics for District and external agencies as needed. Prepares information for data processing from various source documents and checks output for completion and accuracy. Arranges appointments for staff and students; orders diplomas and certificates, and performs related duties as required.

Admissions/Records Evaluator/Degree Auditor: This class, in addition to the duties of the Admissions/Records Evaluator II, serves as the lead staff person on matters regarding the degree audit system. This includes analyzing and interpreting changes to the catalog relative to the degree audit system, formatting and inputting degrees and certificates into the degree audit systems; produce student reports; and assists in training users of the degree audit system including the entry of coursework into the system.

LEVEL DESCRIPTIONS

Admissions/Records Evaluator I: The entry level of the class of this series. Under general supervision of assigned manager/supervisor, implements admission, transfer, and graduation requirements of the District. Assists students in achieving degree or certificate objectives and resolves academic problems through interpretation of policies concerning transfer credits and graduation requirements. Incumbents may be assigned to work with veterans’ affairs as an additional responsibility.

Admissions/Records Evaluator II: A lead level class of the series. Incumbents, under general supervision of assigned manager/supervisor, are normally assigned lead evaluation responsibilities for admissions, transfer, and graduation requirements in the admissions and records office. Assigned duties usually include lead responsibility of classified employees and require extensive knowledge of the policies, rules and procedures of the area to which the position is assigned. Incumbents may be assigned to work with veterans’ affairs as an additional responsibility.

Admissions/Records Evaluator/Degree Auditor: A lead level class of the series. This class, in addition to the level description of the Admissions/Records Evaluator II, incumbents, under general supervision of assigned manager/supervisor, are assigned duties including degree audit in regard to changes to the catalog.

QUALIFICATIONS

EXPERIENCE/EDUCATION

<table>
<thead>
<tr>
<th>Promotion</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions/Records Evaluator I</td>
<td></td>
</tr>
<tr>
<td>One year of experience performing clerical duties at the level of A/R Clerk II.</td>
<td>Three years of general clerical experience preferably including one year of school admissions/records experience or general accounting. (One year of college level business or clerical course work may be substituted for one year of general work experience).</td>
</tr>
</tbody>
</table>
Admissions/Records Evaluator II

Two years of experience in Los Rios CCD performing clerical duties at the level of A/R Clerk II/III or one year performing clerical duties at the level of A/R Evaluator I.

Four years of increasingly responsible clerical experience preferably including college admissions and records clerical experience. (One year of college level business or clerical course work may be substituted for one year of general work experience).

Admissions/Records Evaluator/Degree Auditor

Three years of experience in Los Rios CCD performing A/R Evaluator I duties or two years of experience in Los Rios CCD performing A/R Evaluator II duties including familiarity with performing degree audit system duties.

Four years of increasingly responsible college admissions and records experience, comparable to the Evaluator I, including familiarity with performing degree audit / transfer ready system duties.

KNOWLEDGE OF

All Levels: Knowledge of District, college, and California Chancellor’s Office guidelines for records and admissions policies, rules, and procedures; the policies and guidelines pertaining to transcript evaluation procedures; past repeat policies; and the history of course evaluation. Knowledge of automated student records systems. Knowledge of principles and processes for providing customer service; administrative and clerical procedures and systems; office equipment and methods including filing systems; word processing, spreadsheet, database management, document imaging, Internet, and other applicable software as required; and receptionist and telephone techniques. Knowledge of correct English usage, spelling, and vocabulary; letter and report writing; and basic arithmetic and its applications.


SKILLS IN

All Levels: Skill in listening to what other people are saying and asking questions as appropriate; understanding written sentences and paragraphs in work related documents; and communicating effectively with others orally and in writing as indicated by the needs of the audience. Skill in finding ways to structure or classify multiple pieces of information.

ABILITY TO (ESSENTIAL FUNCTIONS)

All Levels: The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to learn and interpret rules, regulations, and policies regarding student admissions and records; learn, interpret and
apply specific rules and policies; and correctly follow directions or a given rule or set of rules in order to arrange things or actions in a certain order. The ability to assist students with individual questions or concerns in an open, friendly and poised manner; perform clerical work; use correct English and spelling; read and write at the level required for successful job performance; and prepare routine correspondence independently. The ability to file and check records accurately; perform mathematical calculations quickly and correctly; operate modern office equipment; and input computer data with speed and accuracy.

**Admissions/Records Evaluator II:** The ability to perform the advanced functions of the position; And the ability to oversee and lead the work of others; collect student information from a variety of sources and store it in appropriate databases..

**Admissions/Records Evaluator/Degree Auditor:** The ability to perform the functions of an Admissions/Records Evaluator II position and perform the functions of the Admissions/Records Evaluation/Degree Auditor; and navigate and operate the degree audit module.

**TYPICAL EQUIPMENT USED** (May include, but not limited to)
Computer, printer, calculator, typewriter, telephone, fax, copier, postage machine, optical scanner, and microfilm.