ATTENDANCE SERVICES ASSISTANT

DEFINITION

Under direction of the Admissions/Records Supervisor, oversees grade reporting for all college classes and attendance accounting for all specialized classes; monitors, receives, and processes all special program enrollments, including apprenticeship contracts, positive attendance classes, independent and special study programs, academy classes, etc. Prepares class rosters; inputs grades; compiles statistical information; accounts for class hours of attendance.

TYPICAL DUTIES

Maintains records of special program enrollments, including apprenticeship and positive attendance classes, independent and special study programs, academy classes, etc. Prepares class rosters for distribution to instructors; inputs grades; compiles statistics for positive attendance reporting; responsible for accurate accounting of class hours for individualized classes, the Criminal Justice Training Center, the sheriff's and police academy classes, and all apprenticeship programs/classes. Oversees and performs data entry for all special program grade reports; responsible for the collection of grade reports for all classes at the college and timely transference of grades to District each semester and summer session. Interacts with counselors and instructors in appropriate classification of independent and special studies classes. Monitors these classes to assure compliance with District and college rules and procedures. Provides procedural guidance to instructors and coordinators of special programs and apprenticeship classes and to safety academies. Assists other areas of Admissions/Records with registration and other related duties.

QUALIFICATIONS

EXPERIENCE
One year of accounting or admissions records experience in the Los Rios Community College District or three years of experience in the preparation and maintenance of accounting records.

EDUCATION
An associate degree in business, accounting, computer services or office assistant. Two additional years of qualifying experience may be substituted for the associate degree.

KNOWLEDGE OF
Knowledge of accounting and financial record keeping principles and procedures as they apply to special programs; office practices and equipment; District policies and regulations; computer applications and management information systems; and interpersonal skills using tact, patience and courtesy.

SKILLS IN
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)
The ability to perform the basic 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 maintain records and ensure accurate accounting of enrollment information; compile statistical information for positive attendance accounting; post data electronically; and perform duties with limited supervision. The ability to input computer data with speed and accuracy; operate software used in the collection, processing, and dissemination of positive attendance grades and other student records; and problem-solve effectively in areas of expertise. The ability to oversee students, temporary and regular classified personnel; communicate effectively with those contacted in the course of the work; and work independently with minimum direction.

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