

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: ATTENDANCE CLERK**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide accurate accounting of student enrollment and attendance at a secondary school in accordance with the provisions of the California Education Code; communicate with staff, students and parents concerning student attendance.

**DISTINGUISHING CHARACTERISTICS:**

The Attendance Clerk performs clerical duties and provides accounting for student attendance at a continuation high school independently or at a comprehensive secondary under the general direction of the Senior Attendance Clerk.

**REPRESENTATIVE DUTIES:**

Compile and account for daily period-by-period attendance of students; process and verify student absence information from parents and teachers; issue various excuses to students for absence from class; issue admission slips for students returning to assure accurate absentee reporting.

Communicate with students and parents regarding attendance and related issues; make and receive phone calls and notes regarding student absences.

Provide student attendance information to staff, parents and authorities as requested; receive and relay messages to students and parents as necessary; receive phone calls.

Maintain accurate records of student attendance; enter attendance, data enrollment and change of status information into computer.

Prepare and maintain a variety of records and files regarding student attendance and truancy.

Assist students, staff and visitors at counter; provide work direction to student aides as assigned.

Refer serious attendance problems according to established procedures; assist in identifying and resolving problems of students with frequent absenteeism.

Perform a variety of clerical duties such as typing and distributing correspondence, lists, bulletins and notices.

Operate a variety of office machines including typewriter, calculator, copier, computer hardware/software.

Enroll students and process drops and withdrawals as appropriate; verify addresses and request or send records; prepare and file forms, cards, folders and other documents in permanent student records.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

##### ABILITY TO:

Learn methods, procedures, policies and terminology used in accounting for student attendance enrollment.

Type at 30 words per minute from clear copy.

Understand and follow written directions.

Work cooperatively and effectively with others.

Operate a variety of office machines including typewriter, calculator, copier, computer hardware/software.

Meet schedules and time lines.

Maintain a variety of records and files.  
Attendance Clerk – Page 3 of 3

Communicate effectively with students, staff, parents and the general public.

Learn and follow rules, regulations, policies and procedures pertaining to the job.

Perform clerical duties such as filing, duplications, typing and maintaining computerized records with speed and accuracy.

Complete work with many interruptions.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by business courses and two years of increasingly responsible clerical experience, preferably involving public contact.

#### WORKING CONDITIONS:

Secondary school attendance office environment; subject to constant interruptions and extensive public contact.