

DUBLIN UNIFIED SCHOOL DISTRICT

Counseling Secretary/Registrar

General Statement

The job of the Counseling Secretary/Registrar is done for the purpose of supporting site counselors and administrators. This position also is responsible for providing a variety of clerical duties, providing information to the public and performing all other related duties as assigned. This position is responsible for complex aspects of student record keeping such as registration, scheduling and transcripts. This position may serve as secretary to an administrator and assist the administrator or specialist in duties of a complex nature. This job is under the general supervision of the site or district supervisor and within the framework of established procedures. The characteristic of this position is the work will generally be coordinated by a more senior secretary.

Essential Functions

- Attends meetings as assigned for the purpose of representing the assigned administrator, conveying and gathering information.
- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information (i.e. calendar, budgets, reports, memos), basic banking principles and practices (i.e. bank deposits, credit card statements and transactions, statement reconciliation).
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Maintain records, files, data [including accurate data entry] for the purpose of providing up to date reference and audit trail for compliance.
- Composes documents that include, but not limited to, letters, bulletins, correspondence for the purpose of documenting events and providing and/or requesting information.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Maintains inventory of supplies and materials for the purpose of ensuring availability of items.
- Operates office machines.
- Maintains confidentiality of site and district information, records and activities.
- Utilizes all available district technology for the purpose of effective communication, federal and state compliance and maintaining documents.
- Coordinates a variety of programs or activities, tasks, assignments, meetings, staff coverage, building in-service, workshops, travel and accommodations, etc. for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Serves as official registrar for the purpose ensuring accurate student record maintenance and legal compliance.
- Researches discrepancies in processes and/or documentation for the purpose of ensuring adherence to appropriate administrative and/or legal guidelines.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of his/her work activities.
- Assists with minor first aid for student/personnel.

Job Requirements: Minimum Qualifications:

Skills: Skills are required to perform multiple non-technical and technical tasks with the potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment, preparing and maintaining accurate records, using pertinent software applications, and planning and managing simple projects.

Knowledge: Knowledge is required to perform basic math, including calculation using fractions, percents, and/or ratios, read technical information, compose a variety of documents and analyze situations to define issues and draw conclusions. Specific knowledge to satisfactorily perform the functions of the job includes knowledge of the English language, concepts of grammar and punctuation, and business phone etiquette.

Ability: Ability is required to schedule activities and meetings; gather, collate, or classify data; and use basic job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diverse group of individuals or groups; work with a variety of data. In working with others, problem solving is required to analyze issues. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality, maintaining cooperative work relationships, communicating with diverse groups, meeting deadlines and schedules, working with detailed information/data, and working as part of a team. Ability is required to implement rules, regulations, laws and policies quickly and effectively and to apply them in a variety of procedural matters with limited immediate supervision.

Responsibility: Responsibilities include working under limited supervision, following standardized practices and/or methods and leading, guiding, and/or coordinating others. Utilization of some resources from other work units is required to perform the job functions. There is continual opportunity to have some impact on the organization's services.

Working Environment: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing or pulling, stooping, bending, crouching and significant fine finger dexterity. The job requires about 80% sitting, 10% walking and 10% standing. The job is performed under minimal hazardous conditions.

Experience: Two years of responsible job related experience with increasing levels of responsibility is required.

Education: High School Diploma or equivalent.

Required Testing: Pre-employment proficiency test

Certificates/Licenses: None

Clearances: Criminal Justice fingerprint clearance and Tuberculosis Clearance

Salary Range:

Classified Salary Schedule A

Range 18 (5 steps)

Work Year:

School Site – Grades 212 days

Board Approved: 4/29/14