

GENESEE COUNTY

SCHOOL ATTENDANCE CLERK (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This work is primarily routine in nature, involves a variety of clerical tasks, following prescribed procedures to accurately record student attendance, tardiness and dismissals in an automated system for a school. Although detailed instructions are given for new or difficult assignments, and daily procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. Employees in this class may be assigned to work on specific database directly related to the position, a high degree of attention to detail and accuracy in recordkeeping is essential to perform these duties. An employee in this class may be required to undergo training to develop and/or increase skills in the operation of specific database equipment. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Acts as first person of contact for students, staff and all visitors
Issues passes to all students that arrive late to school;
Log, maintain and file all parent notes, issue reminder notes to parents;
Issue bus passes and communicate with transportation department;
Inputs and logs all students absences, tardiness and early dismissals into an automated system;
Ensure proper parent consent and or documentation is obtained;
Distributes letters, correspondence regarding absences to appropriate department or teachers, maintains copies in office.
Monitors and maintains various logs;
Retrieves data and compiles information from manual and automated files for the preparation of routine files, logs, reports and correspondence regarding attendance;
Checks reports and records for clerical accuracy, completeness and proper extension;
Answers telephone and gives out routine information, and may act as a receptionist;
May operate a public address system;
Operates specific database software in performing work assignments, simple computing, or other automated systems such as spreadsheets, word processing, calendar, e-mail, shared documents, and other office machines;
May make arithmetical computations and compile simple statistical reports;
May type correspondence, form letters, requisitions, examinations, reports, rosters and other material;
Maintains and makes entries on a variety of control and record cards from original sources;
May perform other clerical tasks as needed.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; working knowledge of computer software applications to produce various formats and entries, such as correspondence and reports; ability to understand and carry out oral and written instructions; ability to file alphabetically; ability to deal with people effectively; ability to establish and maintain effective working relationships with students, parents, and school personnel; ability to read, write speak, understand, and communicate in English sufficiently to perform the essential duties of the position; clerical aptitude; ability to use computer applications such as spreadsheets, word processing, email, and database software; mental alertness; neatness; discretion; accuracy; tact; courtesy; reliability, good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND**

A. Two (2) years of Full Time paid clerical experience.

NOTE: Part-time experience as described above will be considered on a prorated basis.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class
Adopted 11/27/24