



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

ATTENDANCE CLERK

JOB SUMMARY

Under limited supervision by the principal or designee, to perform computational and posting working involving the attendance accounting system of a school in accordance with State and District requirements; work closely with students, faculty and parents with regard to student attendance and conduct related matters; to perform general clerical and secretarial work; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Act as receptionist in an attendance office;
2. Handle a heavy volume of telephone and personal contracts from students, parents and staff as related to attendance and student welfare;
3. Give information on school policies and procedures and the various laws governing attendance;
4. Explain school programs and expected standards of student conduct to students and parents;
5. Answer routine requests for information by enclosing materials or form letters;
6. Record daily absences, absence notes or telephone verifications, and prepare master absence lists;
7. Call on unverified absences, type student attendance and truancy report letters and mail to parents;
8. Prepare documentation for attendance intervention meetings (e.g., SART/SARB, home visits);
9. Follow up on truanancies, and red flag involved students
10. Refer students to child welfare and attendance when appropriate;
11. Prepare daily and monthly attendance reports as necessary;
12. Record and notify students involved in Independent Study and/or home teaching programs;
13. Type or prepare a variety of rosters, bulletins, reports and schedules;
14. Compose routine correspondence independently or from brief verbal instructions or notes;
15. Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
16. Refer students to health technician, school psychologist, counselors, or other auxiliary services staff where appropriate;
17. May supervise student assistants;
18. Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Modern office procedures and practices including filing systems, receptionist telephone techniques, and software programs;
2. General public relations;
3. Correct English usage, spelling, grammar and punctuation;
4. Office machines and equipment including the use of a computer;
5. Specific public laws, District regulations, and procedures relevant to attendance accounting;
6. The characteristics and needs of the various communities in the area of assignment;
7. Group dynamics related to adolescents.

HEMET UNIFIED SCHOOL DISTRICT
ATTENDANCE CLERK (Continued)
Employment Standards (Continued)

Ability to:

1. Type or keyboard at a net corrected speed of 45 words per minute;
2. Make arithmetic calculations with speed and accuracy;
3. Learn and utilize new and current technologies;
4. Learn, understand and interpret specific public laws, district regulations and procedures relevant to attendance accounting;
5. Work autonomously;
6. Organize tasks, set priorities & meet deadlines;
7. Perform simple & complex tasks;
8. Manage multiple tasks;
9. Respond appropriately to direction & changes in the work setting;
10. Communicate clearly, both orally and in writing;
11. Use discretion and tact when handling confidential records and sensitive matters;
12. Perform attendance accounting functions without immediate supervision;
13. Understand and carry out oral and written instructions;
14. Establish and maintain effective working relationships with those contacted in the course of work;
15. Access and use District-adopted web-based systems.

EDUCATION / EXPERIENCE

Education: Equivalent to graduation from high school, including or supplemented by courses in bookkeeping or record keeping and possession of the knowledge and abilities listed above.

Experience: Two (2) years of clerical, secretarial or accounting clerical experience. School attendance office experience desirable but not required.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential duties and responsibilities listed above.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard; mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing vision, hearing and speaking.

Working Conditions: School office & grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

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Attendance Clerk (Continued)

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 29

November 2021