



Hemet Unified School District
1791 W. Acacia Ave., Hemet, CA 92545 ~ (951) 765-5100

Centralized Registration Technician

JOB SUMMARY

Under direction of assigned administrator, perform a variety of information technology duties related to student records, registration, achievement and accountability data for an assigned school site or program; assure input data is accurate and complete; operate a computer and assigned software to input and update data, serve as liaison to District departments and communicates with staff, parents, and outside agencies; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Enter numeric and alphabetical information into databases;
- Review data to be entered to determine accuracy of information and completeness of entries;
- Research discrepancies and correct data;
- Maintain current cumulative records for students;
- Assures completeness of cumulative records and removes permissive records prior to sending to sites or other agencies;
- Update student records when necessary in database and cumulative record;
- Compile data information and prepare and maintain a variety of records, logs and files related to student/program data, achievement, courses, classes, teachers and assigned activities.
- Maintain files, source documents and related data;
- Perform routine clerical functions including data input, answering the phones, mail distribution, and filing;
- Compose letters independently on routine matters;
- Operate a computer terminal or word processor and peripheral equipment involving input and retrieval of data;
- Summarize and compile information necessary for preparation of reports;
- May establish and maintain complex office and student files, some containing confidential or sensitive matter;
- May provide substitute coverage, keep records or staff absences and maintain records;
- May act as an interpreter and perform translation services;
- May supervise and oversee work of other clerical workers;
- Operate a variety of office equipment including a computer, printer, scanner, copy / fax machine and shredder;
- Contact departments concerning discrepancies related to record keeping and provide data as requested;
- Perform other related duties as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operation of district database systems and other Microsoft applications;
- General public relations;
- Modern office procedures and practices including filing systems, receptionist telephone techniques, and software programs;
- Correct English usage, spelling, grammar, vocabulary, and punctuation;
- Office machines and equipment including the use of a computer.

HEMET UNIFIED SCHOOL DISTRICT

Centralized Registration Technician

(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to:

- Accurately interpret and apply District policies, procedures and regulations;
- Learn and utilize new and current technologies;
- Perform complex clerical work involving the use of independent judgment;
- Communicate clearly, both orally and in writing;
- Type or keyboard at a net corrected speed of 45 net words per minute;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school and possession of the knowledge and abilities listed above.

Experience: Two (2) years of experience performing responsible clerical and/or data input; OR one (1) year of experience at or equivalent to the level of Secretary II in the Hemet Unified School District.

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 classification must perform in carrying out the essential duties and responsibilities of the position.

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 and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing, hearing and speaking (continuously).

Working Conditions: Indoors office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 30

July 2015