

ATTENDANCE SERVICES ASSISTANT

DEFINITION

Under direction of the assigned supervisor/manager, oversees grade reporting for all college classes and attendance accounting for all specialized classes.

TYPICAL DUTIES

Maintains records of special program enrollments, including apprenticeship and positive attendance classes academy classes,, independent and special study programs, and other related programs; prepares class rosters for distribution to instructors; compiles statistics for positive attendance reporting; responsible for accurate accounting of class hours; inputs grades; oversees and performs data entry for all special program grade reports; responsible for the collection of grade reports for all classes and timely transference of grades to District; interacts with appropriate counselors and professors regarding independent and special studies classes, and monitors these classes to assure compliance with District and college rules and procedures; provides procedural guidance to professors and coordinators; assists with registration; performs related duties as assigned.

QUALIFICATIONS

EXPERIENCE/EDUCATION

Promotional

One year of experience as an Instructional Services Assistant I in the Los Rios Community College District.

General

Three years of experience related to the duties of the position; AND, Two years of college level course work from an accredited institution.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

One year of college level course work may be substituted for one year of general work experience

KNOWLEDGE OF

Applicable accounting and financial record keeping principles and procedures; applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and applies applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases, and desktop publishing; type/enter data at a speed proficient to complete the duties of the position in a timely manner; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies such as computers, printers, telephones and copiers; other equipment common to the field to which the position is assigned.