

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	SCE High School Records Technician	Range:	36
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing technical duties in the collection, processing, verification and maintenance of records and documents for the School of Continuing Education High School Program.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides technical information and assistance to students, staff and the public regarding high school program admissions, registration and records, enrollment, fees and various forms.
2.	Provides information and assists faculty and staff as assigned; instructs students in correct procedures for completion of forms and applications; explains applications, requirements and restrictions; reviews completed forms for accuracy and completeness.
3.	Collects and processes student grades and rosters; reviews and verifies accuracy and completeness of transcript evaluations and graduation eligibility evaluations; generates transcripts, certificates and diplomas in accordance with established procedures.
4.	Maintains accurate records and files of student transcripts, grades, and other program documents; locates and obtains various information and records as requested; prepares and maintains records for storage.
5.	Collects and posts a variety of information from standardized media to various types of central records; utilizes appropriate computer information systems programs.
6.	Types correspondence, labels and other written materials as needed; duplicates materials as needed; routes and distributes mail.
7.	Assists with the student registration process as assigned.
8.	Trains and provides work direction and guidance to others.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The SCE High School Records Technician maintains frequent contact with co-workers, various departments, outside agencies, students, faculty and the public.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent  
Minimum one (1) year of responsible clerical experience, preferably in a college or university admissions and records office

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; standing; subject to sitting for long periods of time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

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