

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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

WORKING RELATIONSHIPS

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

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

SPECIAL REQUIREMENTS

None

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.
