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| NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION |
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| Job Title: | NOCE 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 North Orange Continuing Education High School Program.

ESSENTIAL FUNCTIONS

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

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| 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 NOCE 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 GED

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.
