

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: REGISTRAR**

**BASIC FUNCTION:**

Under general supervision, independently performs various technical and complex clerical duties related to the maintenance of student records according to established laws, rules and regulations for assigned County Office student programs; provides assistance in the training of regional office personnel regarding student records and graduation requirements; explains laws, policies and procedures to students, staff and the public; enters and maintains student information in the student information system; prepares related reports.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Independently performs various technical and complex clerical record-keeping duties related to the maintenance of student records.

Evaluates, processes, and posts student grades on transcripts; collects and verifies completion of graduation requirements submitted by Guidance Counselor.

Requests student transcripts, Individual Educational Plans (IEP), discipline and assessment reports, and verifies records for student release from school districts, probation officers, social workers and other community agencies.

Assists Guidance Counselor with student transcript evaluations and assessments.

Releases student records to a variety of agencies including local school districts, Department of Human Services, the Probation Department, colleges and universities, branches of the military, etc.

Provides information to school districts, probation officers, social workers and other agencies on program policies and procedures and student status, discipline and assessment.

Enters and maintains student records and grade reports in student information system, such as CALPADS; prepares related statistical and numerical reports.

Processes students for graduation and maintains graduation database.

Processes work permit applications and maintains work permit database and a variety of other records and databases.

Assists in student intake and registration, student enrollment, and student withdraws.

Prepares a variety of correspondence including reports.

Serves as a resource and provides guidance to staff in matters related to student records management and associated laws, rules, regulations and policies.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Student information systems used for attendance accounting, enrollment and transcript preparation.

Applicable sections of State Education Code and other applicable laws.

Automated recordkeeping systems.

Modern office procedures, organization and equipment.

Effective recordkeeping systems and procedures.

Personal computer operations and related word processing and spreadsheet applications.

**ABILITY TO:**

Exercise close attention to detail and accuracy.

Collect data and prepare correspondence and reports.

Read and accurately interpret laws, rules, and regulations pertaining to student records, graduation requirements, and other topics pertinent to the classification.

Make decisions on procedural matters within the scope of established policy.

Work with minimum supervision.

Serve as a resource and provide guidance related to student records management.

Type accurately at a rate of speed sufficient for successful job performance.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with persons contacted through the course of work.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Graduation from high school, supplemented by college level coursework in a related area of study and two years of progressively responsible office/clerical experience preferably in an alternative education school setting. Previous experience compiling and evaluating student transcript information is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California Driver's License.

A driving record that meets the insurance requirements of the County Office of Education.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Must be able to hear and speak to exchange information.

See to perform assigned duties.

Possess dexterity of hands and fingers to operate a computer and other office equipment.

Sit and/or stand for extended periods of time.

Kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies.

Lift light objects.

HAZARDS:

Potential contact with dissatisfied and abusive individuals.

Approved by Personnel Commission: July 9, 2014

Revised Approval: 04/10/19



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Jonathan Muñoz  
Director - HR/Classified Personnel Services

Date: 4/10/19