

Category: 0301
Exc. Qual. Std. 23
Approved: March 19, 1980
Auth. P.L. 95-561

REGISTRAR

CATEGORICAL PAY LEVELS:

Pay Level: 02

DESCRIPTION OF WORK:

Performs duties of a paraprofessional level related to maintenance of student records, in support of professional school administrators. This person functions within the school administration setting, performs work independently requiring application of specialized or technical knowledge and skills.

LEVEL OF RESPONSIBILITIES:

Responsible for maintenance and accuracy of student applications, medical records, transcripts, social summaries, permanent record cards, attendance forms, historical data and information pertaining to the sociological, psychological, and academic background on each current and past student. Initiates correspondence relative to enrollment, acceptance and transfers of students, transfer of grades, dropouts, boarding school applications, transportation of students, character references of former students, transcripts as well as general and specific information concerning enrollment of prospective or former students. Compiles monthly, annual, and special reports. The accuracy of all students' records is of paramount importance. Compliance with the Right to Privacy Act and confidentiality of student records must be strictly adhered to.

Incumbent must be proficient in typing and be knowledgeable of filing systems. Incumbent must have a thorough knowledge of the operation of tabulating equipment and possess the ability to develop the basic and detailed and clerical procedures required for efficient use.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level 02

Education High School diploma or equivalent

Experience 3

Experience must have been in an area of recordkeeping and related functions.

PHYSICAL REQUIREMENTS

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required; except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.