



# Alvord Unified School District Classified Vacancy

10365 Keller Avenue, Riverside, CA 92505  
Office: 951.509.5030; Website: [www.alvord.k12.ca.us](http://www.alvord.k12.ca.us)

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## ATTENDANCE CLERK/CLERK TYPIST (26)

### DEFINITION:

Under general supervision, to perform responsible clerical work in compiling, maintaining and reporting of attendance data; to work with students, parents and teachers in verifying excuses and issuing admits; and to job related work as required.

### ESSENTIAL FUNCTIONS:

Performs any combination of the following duties:

- Issues admittance and tardy slips to students.
- Investigates and clears absences through telephone contacts with parents, students, and teacher.
- Answer inquiries from teachers, parents, school administrators or other appropriate authorities and gives information from attendance records in compliance with established guidelines.
- Prepares monthly attendance report.
- Issues student passes to leave campus.
- Checks notes on absences brought by students and investigate discrepancies and possible forgeries.
- Calls attention of counselors or Principal to chronic absentees.
- Posts attendance information daily.
- Keeps current program data on students.
- Prepares and types reports, correspondence, lists and forms.
- Trains and supervises aides and student helpers.
- May assist with other clerical activities of school office.

### DESIRABLE QUALIFICATIONS:

Knowledge of: Record keeping systems and receptionist and telephone techniques. Basic elements of good English, vocabulary, grammar and spelling.

Ability to: Learn and apply attendance accounting rules, regulations, and procedures. Deal effectively with parents, students and school officials concerning student attendance. Train and supervise aides and student helpers. Maintain records accurately and prepare appropriate and timely reports. Type at a rate of 40 wpm with accuracy.

### EDUCATION:

Completion of formal or informal education sufficient to assure the ability to read, write, and communicate in English and to perform arithmetic calculations at the level required for successful job performance.

### EXPERIENCE:

Experience in general clerical and record keeping work involving public contact.