

**College of the Siskiyous  
Job Description**

**Job Title:** Admissions and Records Technician I                      **FLSA:** Non-Exempt  
**Group:** Classified                      **Salary Class:** G                      **Salary Schedule:** Classified

**Job Summary**

Under the general direction and supervision of the Registrar, plan, coordinate and participate in a variety of responsible, technical, and clerical duties related to the Office of Admissions & Records.

**Essential Duties and Responsibilities include the following**

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Conduct transaction with educational personnel, students, and the public in matters requiring knowledge of rules, procedures, policies, precedents, and activities.

Compile information from various sources and type on a variety of forms; design appropriate format; set up and maintain filing system on a variety of subject matter; check and review forms and materials for completeness.

Inform students of correct procedures for completion of forms and applications; review completed forms for accuracy and completeness.

Distribute, receive and crosscheck rosters, final grades, variable units, and positive attendance forms; refer registration problems to the Registrar.

Act as a source of information to students and the public relative to all college Admissions and Records policies, requirements and procedures.

Provide information and assistance in person and over the phone to students, staff and the public related to college functions, procedures and policies.

Enter data into mainframe and personal computers; post grades, check for accuracy, and make necessary corrections; compute and verify receipts; record fees paid at registration and during the school year.

Verify and respond to requests for fee waivers in accordance with Federal, state and district regulations; confirm attendance and student status as appropriate.

Establish, maintain, and update academic permanent student records, assuring accuracy of all records; establish sports eligibility for student athletes, Evaluate transcripts for graduation/certificates; receive and administer transcript requests.

Process I-20 Certificates of Eligibility for International Students. Prepare correspondence and recruitment materials for mailing copy materials as needed.

Analyze situations carefully and correctly while adopting an effective course of action; use diplomacy, tact, friendliness, poise and discretion; notify students regarding changes in academic and progress status.

Assist in development and dissemination of summer camp information; process summer camp registration forms and refund requests; send appropriate correspondence.

Perform other related duties.

### **Employment Standards**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of training and experience equivalent to completion of two years of college level course work in office administration, personnel administration, secretarial science, or a related field, and three years of responsible secretarial experience.

Knowledge: Knowledge of general functions, policies, rules and regulations of a community college; proper office methods and practices including filing systems, receptionist and telephone techniques, letter and report writing; computers and word processing programs; data base and spread sheet; mathematical computations; office management techniques and procedures; and, public and human relations skills.

Ability: Ability to understand and independently carry out complex oral and written instructions; learn and successfully apply office policies, procedures, rules and regulations; use good judgment; analyze situations and procedural matters without immediate supervision; understand and apply information in the college catalogue and course schedules; communicate effectively in both oral and written form; use appropriate and correct English, spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; operate modern technological equipment; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels. Indoor work environment.

Licenses and Certificates: When driving a district vehicle a valid California Driver's License and evidence of appropriate automobile insurance, based on DMV regulations, may be requested.

### **Job Description Approved: 4/98**