

SENIOR RECORDER

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for accurately maintaining a variety of student and course records, the majority of which are stored in an electronic mode. Work is performed under the supervision of the Registrar or Assistant Registrar, permitting considerable leeway for planning and independent carrying out of assignments. Supervision is exercised over the work of Recorders or other staff assigned to the office. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Controls and processes office administrative and budget documents, prepares office payroll, initiates purchase orders;
Coordinates office mass mailings, including ordering and mailing of diplomas;
Schedules and assigns rooms according to master schedule;
Compiles and coordinates names of degree candidates each semester, posting information to student's records;
Oversees office correspondence;
Coordinates meetings chaired by Registrar or Assistant Registrar;
Establishes and maintains both student and course information related to special programs;
Transmits copies of transcripts or other information to various schools and organizations;
Refers incoming calls, visitors, or mail to appropriate clerical station for service;
Maintains permanent academic records of students, correspondence, or other required forms, files, or reports;
Supervises clerical personnel engaged in record-keeping work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of methods used in maintaining student academic records;
Ability to interpret courses, grades and credits against various curriculum requirements;
Ability to interpret college requirements, grades and other information and communications to students, parents, schools, and other interested persons;
Ability to use an on-line computer system;
Ability to understand and follow oral and written directions;
Ability to supervise and instruct others;
Ability to deal effectively with students and the general public.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- A) Four years of general office experience; OR
- B) Two years of data entry experience; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.