

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ADMISSIONS & RECORDS TECHNICIAN**

**FLSA STATUS: NONEXEMPT**

**BASIC FUNCTION:**

Under the direction of an area administrator, perform a variety of technical admissions and records duties; assist students, staff and the public and provide information concerning admissions, student records, registration and enrollment in accordance with District policy regarding confidentiality of records.

**REPRESENTATIVE DUTIES:**

Assist students, staff and the public and provide information concerning admissions, student records, registration and enrollment in accordance with District policy regarding confidentiality of records; assist students and others regarding general education requirements and other related information; interpret and explain District policies and procedures. *E*

Assist students in correct procedures for completion of applications for admissions, graduation, certifications and other enrollment materials; review and ensure accuracy and completion and verify residency. *E*

Process and maintain a variety of information related to the admissions and records function, such as transcript requests, grade removal and changes, add/drop cards, change of name and address cards, approved petitions and others. *E*

Operate a computer terminal to prepare and maintain a variety of data and information, such as attendance and census reports as required; input grade information, and course enrollment.

Perform a variety of clerical duties such as typing, filing, photocopying student transcripts and other material, and answering telephones to respond to general Admissions and Records questions as well as other general college questions.

Communicate with a variety of District personnel, departments and other outside personnel to obtain transcript information, verify student clearances and request other information as necessary.

Assist faculty with petitions for grade changes, census and incomplete grade contracts and other Admissions and Records related processes or information as needed.

Prepare and maintain a variety of records and reports such as admission applications, grade and positive attendance sheets, census reports and others.

## **Admissions & Records Technician – Continued**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Applicable sections of State Education Code and other applicable laws.  
California residency requirements and policies.  
District policies related to student record confidentiality.  
District organization, operations, policies and objectives.  
Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Operation of a computer terminal and data entry techniques.  
Basic math.

#### **ABILITY TO:**

Perform specialized clerical duties related to admissions, records and registration.  
Read and accurately analyze course descriptions.  
Explain, apply and interpret rules, regulations and policies regarding community college admissions, records and registration.  
Operate a variety of office equipment including a computer terminal.  
Type at an acceptable rate of speed.  
Add, subtract, multiply and divide quickly and accurately.  
Communicate effectively both orally and in writing.  
Understand and follow oral and written directions.  
Use questioning techniques.  
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.  
Work independently.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Work confidentially with discretion.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of clerical experience involving frequent public contact.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work

## **Admissions & Records Technician – Continued**

environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Normal Office Environment:***

While performing the duties of this job the employee is required to perform light lifting; bend at the waist and crouch; sit and view a computer monitor for extended periods of time; use hands and fingers to operate a computer keyboard or other office equipment; speak and hear to exchange information. Incumbent may be exposed to dissatisfied or abusive individuals.

Office environment; subject to constant interruptions.