



## Admissions and Records Technician

Classified Range: 33

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

---

Performs a wide range of clerical and support duties for various Admissions and Records functions.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with higher-level staff and/or supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Performs various clerical tasks supporting the conduct of student admission and registration activities including transcripts, records, and residency.
2. Assists students in the completion of various forms and documents providing information regarding admissions and registration procedures, and courses offered; may inform students of admission and graduation requirements needed.
3. Ensures records are maintained in accordance to District retention policies; collects and prepares all incoming documents, transcripts, petitions and other admissions forms for scanning and indexing; maintains chronological and alphabetical records and makes available for all departments.
4. Processes instructor records and student requests such as printing rosters, grade changes, etc. according to established Admissions and Records procedures.
5. Provides general information and forms regarding a wide variety of admissions and registration policies and procedures to students, staff, faculty and the public in writing, over the telephone or at the counter.
6. Assists in student registration activities, including minor technical registration issues; assembles material and equipment utilized at the registration station.
7. Calculates tuition and other fees according to established guidelines; receives payments; maintains related records.
8. Types lists, cards, addresses, labels, and standard forms; may assist in preparing or typing correspondence, posters, or reports regarding Admissions and Records matters; proofreads and/or corrects material for completeness and accuracy.
9. Initiates and maintains student records; collects and verifies student statistical data for the preparation of state reports and statistical reports.
10. May attend events on or off campus as assigned to assist students with application and registration activities.
11. Performs other duties related to the primary job duties.



## Admissions and Records Technician

Classified Range: 33

Board Approved: 11/18/21 P. 2|4

### **MINIMUM QUALIFICATIONS**

---

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

##### **Customer Focus**

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

##### **Reading Comprehension**

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

##### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products



## Admissions and Records Technician

Classified Range: 33

Board Approved: 11/18/21 P. 3|4

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

### Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

### Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations



## Admissions and Records Technician

Classified Range: 33

Board Approved: 11/18/21 P. 4|4

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### **Education/Training:**

Equivalent to the completion of the high school.

#### **Experience:**

Two (2) years of clerical experience involving frequent public contact and the application of detailed rules and procedures.

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

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with extensive public contact.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.