

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: NONCREDIT PROGRAM
RECORDS TECHNICIAN**

SALARY TABLE: 29

SALARY RANGE: 22

BASIC FUNCTION:

Under the general supervision of an assigned administrator, collect, report and maintain all noncredit program class attendance hours for official reporting and state funding purposes; assist with input of student registration and verification of data in on-line registration system.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collect, report and maintain noncredit program class attendance hours for official reporting and state funding purposes.

Input enrollment data into an assigned computer system; establish and maintain automated noncredit program student records and files; assure accuracy and completeness of input data.

Prepare reports regarding class attendance; initiate queries and generate computerized reports as required. As requested by various administrators, perform research and provide information regarding rosters, attendance, and FTEs.

Assist with input of student registration information and student add cards into system. Merge duplicate student entries in system to eliminate duplication.

Verify and correct class attendance rosters to match information in on-line system.

As directed, cancel low enrolled classes in system and adjust records accordingly.

Monitor and maintain adequate inventory levels of related registration forms and attendance cards; prepare and maintain inventory of CEU packets.

Provide work direction and guidance to hourly staff registrars; assign employee duties and review work for accuracy, completeness and compliance with established requirements and procedures.

Communicate with college personnel, students and various outside agencies to exchange

July 2013

information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in collection of noncredit program student attendance hours.

Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record retrieval and storage systems.

Record-keeping, filing and report preparation techniques.

Modern office practices, procedures and equipment.

Methods of collecting and organizing data and information.

Policies and objectives of assigned programs and activities.

ABILITY TO:

Collect, report and maintain noncredit program student attendance hours.

Input enrollment data into an assigned computer system.

Establish and maintain automated student records and files.

Operate a variety of office equipment including a computer and assigned software.

Utilize a computer to input and update data, maintain automated records and files, and generate computerized reports and documents.

Assure accuracy and completeness of input data.

Initiate queries and generate computerized reports.

Input student registration information.

Monitor and maintain adequate inventory levels related attendance forms.

Input data at an acceptable rate of speed.

Work independently with little direction.

Meet schedules and time lines.

Compile, assemble, verify and prepare data for records and files.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

July 2013

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical or related computer experience involving detailed record-keeping.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Frequent interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.