

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ATTENDANCE AIDE

TITLE #: 1061

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the daily collection and compilation of student attendance records in a school. Work is performed under direct supervision of a building Administrator in accordance with established procedures and is subject to daily review. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects daily classroom attendance records including notes and passes from students;

Types and distributes daily attendance sheets;

Updates computer attendance records daily;

Telephones parents and/or guardians to verify student absences;

Operates a typewriter and/or computer keyboard to perform duties which do not require a certified degree of proficiency;

Opens, sorts and distributes mail;

Answer telephones and refer calls to the appropriate person;

May act as receptionist, greeting and directing visitors;

May offer back-up clerical support for office staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, practices and procedures; working knowledge of record keeping techniques; ability to follow oral and written instructions; clerical aptitude; accuracy, dependability; neatness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 7/9/20 ld