

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

CLASS TITLE: ATTENDANCE OFFICER

TITLE #: 1069

DISTINGUISHING FEATURES OF THE CLASS: This is a shared service offered by Orange-Ulster BOCES for participating school districts. The work involves responsibility for conducting investigations to determine the legal residency of students enrolled in local school districts. Incumbent completes reports based on the investigative research and may be called to testify in any resulting legal proceedings. Work is performed under the administrative supervision of the Assistant Superintendent of BOCES. Does related work as required.

TYPICAL WORK ACTIVITIES:

Meets with officials of participating district to discuss details of the particular case;

Conducts surveillance and other investigative techniques to determine legal residency of student(s) in question;

Compiles reports based on evidence gathered during investigation and submits reports to the appropriate school district;

Uses computer applications such as word processing, spreadsheets, calendars and emails;

May conduct face to face interviews as part of an investigation;

May testify at legal proceedings regarding the findings of an investigation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods used in conducting background checks; good knowledge of investigative techniques; good knowledge of interviewing techniques; good computer skills including knowledge of word processing and spreadsheets; ability to conduct surveillance; ability to prepare investigative reports; ability to follow instructions; ability to communicate effectively both orally and in writing; tact; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of investigative experience as a police officer or private investigator which shall have included conducting surveillance and completing investigative reports.

ADOPTED: 12/01/95

Revised: 6/8/11 dr