

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

CLASS TITLE: CENTRAL REGISTRAR (SCHOOL)

TITLE #: 1121

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position acts as a school district's registrar. The position involves responsibility for enrolling all new students in the District, verifying residency and, depending on the district, entering all records and information into the District's database. The work requires the exercise of independent judgment, initiative, and confidentiality in the application of prescribed procedures and methods. Work is performed under the general supervision of a District Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts registration of new students to the District during scheduled times;

Provides information to families and responds to inquiries regarding enrollment in the District;

Receives and reviews official documents for enrollment purposes such as proof of residency, transcripts, immunization records, court documents, and any other required or pertinent information;

Receives and responds to all communications via telephone, voice mail, and email; schedules appointments as necessary;

Distributes information to corresponding schools both within and outside of the district; distributes information to Transportation Department;

Enters enrollment information into District's database, maintains copies and files and refers material to appropriate administrator/department;

Prepares a variety of reports on school census, demographic, or other information;

May refer unresolved issues of residency to the appropriate authority, as directed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern office terminology, procedures and equipment; good knowledge of modern recordkeeping methods and principles, good knowledge of business English, spelling, and arithmetic, working knowledge of student data management systems; ability to acquire knowledge of laws, regulations and policies; ability to effectively use computer applications (Microsoft office) such as spreadsheets, word processing, calendar, e-mail and database and software to produce a variety of formats for correspondence, record, reports, and maintenance of files; ability to maintain confidentiality; ability to establish and maintain effective working relationships with school district personnel; ability to deal effectively with the public; ability to communicate effectively, both orally and in writing; ability to think logically; ability to plan, organize and efficiently perform clerical functions; initiative; discretion; tact; courtesy, accuracy; resourcefulness; good judgement; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A) Completion of a sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) years of work experience in the processing and maintaining of technical records in a computerized database such as vital records, medical records, school records, personnel records, legal records or statistical records; OR,
- B) Graduation from high school or possession of a high school equivalency diploma and (4) years of work experience as outlined in A) above.

JURISDICTIONAL CLASS: Competitive

ADOPTED: 10/18/17 AT