

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE:      ADMISSIONS AND RECORDS TECHNICIAN I**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical duties in the Admissions and Records Office; perform specialized duties in one or more technical areas of admissions and records; provide information about the College to faculty, staff, students and the general public.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Admissions and Records Technician I class perform the full range of admissions and records duties while specializing in one or more areas such as transcripts, residence and records. Incumbents in the Admissions and Records Technician II class perform advanced work in areas such as evaluations, master or class scheduling, or serving as lead to an admissions and records function or unit.

**REPRESENTATIVE DUTIES:**

Review applications for admission for accuracy and completeness; code applications; determine students' residency status; calculate non-residency fees. **E**

Provide information to students and applicants on curriculum, admissions requirements, residency requirements and course fees; provide information to veterans and their dependents regarding eligibility for benefits and procedures related to the veteran benefits program. **E**

Process student enrollment registrations; check registration forms for accuracy; calculate and receive registration and transcript fees; enroll students in classes; prepare and mail registration confirmation forms, parking permits and maps to students. **E**

Assist in evaluating student records for graduation and transfer eligibility; post units and grade points to student records; calculate grade point averages; assist in preparing certifications of general education requirements for four-year colleges and universities; maintain student status for various committees; provide list of graduates to graphics department for printing of commencement program. **E**

Process program changes; drop students from canceled classes; issue refunds for registration cancellations. **E**

Input student data into data processing terminal; update name and address changes on transcripts and in student files as needed; maintain separate records of non-resident student accounts. **E**

Prepare records and copies of transcripts for students; mail copies of transcripts and

### Representative Duties (continued)

verifications of enrollment as requested; place holds on student records when they have financial obligations to the campus; process subpoenas. **E**

Prepare and distribute probation and disqualification letters to students; update academic status on student records. **E**

Prepare a variety of statistical reports including annual student enrollment, course registration and positive attendance reports; gather and maintain files on college demographics. **E**

Count and balance cash registers each day; prepare daily bank deposits for all monies received. **E**

Determine whether students meet residency requirements in accordance with State and District policy. **E**

Review and evaluate military records to allocate college credits; post military credits to students' permanent records. **E**

Collect final grades from instructors; review final grades for accuracy before processing; post credits granted through examination onto student records; post graduation dates onto review records. **E**

Distribute roll sheets with attendance and grading policies to all instructors; answer questions and provide information regarding policies.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Modern office procedures, methods and computer equipment.

Business letter writing and report preparation.

Basic arithmetic.

Course descriptions and articulation agreements.

#### ABILITY TO:

Perform arithmetic calculations quickly and accurately.

Maintain accurate student attendance and transcript records.

Operate microfilm and computer or data processing equipment used in maintaining office files.

Respond to requests and inquiries from faculty, staff and students.

Evaluate student records for graduation and transfer requirements.

Calculate grade point averages quickly and accurately.

Knowledge and Abilities (continued)

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in business or related field and three years of general clerical experience prefer at least one year in an admissions and records role.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent                |
| 2. Occasional = 25-50 percent    | 4. Very Frequent = 76 percent and above |

- 4 a. Ability to work at a desk conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 4 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for purposes of reading printed matter.
- 3 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 g. Ability to bend and twist.
- 1 h. Ability to lift 10 lbs.
- 1 i. Ability to carry 10 lbs.
- 3 j. Ability to operate office equipment.
- 1 k. Ability to reach in all directions.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*