



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ADMISSIONS AND RECORDS TECHNICIAN III	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

JOB DESCRIPTION:

Under direction, performs complex clerical work in the areas of admissions and records; supervises student assistants and short-term, non-continuing personnel; may act as a lead worker to Admissions & Records Technicians I & II within the department; and perform related work as required.

SCOPE:

The Admissions and Records Technician III completes complex work in a specialized area of the Admissions and Records Office; provides technical expertise and leadership in specialized areas; recommends office policies and/or procedures.

DISTINGUISHING CHARACTERISTICS:

The Admissions & Records Technician III is distinguished from the Admissions & Records Technician II by the ability to determine eligibility for grade changes, record corrections, admission holds and fulfillment of degree/certificate program requirements. Incumbents in this classification may prepare layout for College catalog, respond to subpoenas, and/or develop and coordinate enrollment process for special programs.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Ensures implementation of regulations, policies and procedures.
2. Assigns and directs the work of other Admissions and Records staff.
3. Hires, supervises, and schedules short-term, non-continuing personnel and student assistants.
4. Resolves complex issues regarding District requirements, policies and procedures related to Admissions & Records.
5. Determines eligibility for and processes grade changes and record corrections both electronically and on paper.
6. Reviews and advises on petitions to waive college regulations, requests for refunds, and fee reversals.
7. Researches and evaluates transcripts and coursework completed to determine eligibility for fulfillment of General Education, Intersegmental General Education Transfer Curriculum (IGETC), associate's degree and certificate requirements.
8. Determines final eligibility for fulfillment of associate's degree and other certificate program requirements.
9. Researches and compiles data in response to requests for county, state, or federal subpoenas.

10. Reviews roster data for errors, discrepancies and provides updated roster materials to instructors.
11. Determines, assigns and removes probation/dismissal status and/or admission holds on student records.
12. Composes, edits, and prepares layout for College catalog/supplement and other various printed material.
13. Ensures accurate implementation of regulations for the prerequisites program and/or develops and coordinates enrollment process for special programs.
14. Maintains liaison with Computing Services to ensure timely and correct data reports and/or program codes.
15. Ensures accuracy and completeness of official college documents, such as diplomas and certificates and creates, orders and disperse documents to eligible students.
16. Assists in coordination of the annual commencement ceremony.
17. Monitors and projects annual area budgets for short-term, non-continuing personnel, department supplies, and miscellaneous requests.
18. Orders and maintains supply inventory.
19. Creates and updates commonly used forms.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently; perform complex, admissions, and records tasks; understand and carry out oral and written directions; interpret, apply and communicate the rules, regulations, and policies of the District's Admissions and Records Office; resolve situations accurately and adopt an effective course of action; type with accuracy from clear copy; operate a personal computer and enter data into computer database; act as a lead worker to other Classified staff and supervise student assistants; meet with the public tactfully and courteously and answer questions over the counter and by telephone; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern office methods and equipment, including computerized and manual records systems; personal software programs, including word processing and other complex applications appropriate to area of responsibility; methods used in evaluating transcripts and course content; principles and practices of data management; proper reception and telephone techniques; proper English usage, spelling, vocabulary, and grammar; composing letters and writing reports; techniques in training and supervision of others.

MINIMUM QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from high school. Associate's degree preferred.

Experience:

Three years of increasingly responsible clerical experience, including two years in a college admissions and records office.