

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**REGISTRAR-DISTRICT**

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**Purpose Statement:**

The job of REGISTRAR-DISTRICT is done for the purpose/s of performing specialized and responsible clerical and technical tasks related to the maintenance of student records and files; and maintaining an automated student information system.

This job reports to STUDENT SERVICES DIRECTOR

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**Essential Functions**

- Maintains a variety of files, documents and student records for the purpose of documenting and/or providing reliable information relative to student records.
- Performs enrollment and unenrollment activities (to include residency verification) on the automated student information system and prepares and maintains permanent student record and cumulative folders for all students for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Processes requests from students, other districts, colleges/universities and/or employment agencies (e.g. transcripts, job verification, etc.) for the purpose of providing required information.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

**Other Functions**

- Assists other personnel (e.g. back-up for power school program) for the purpose of supporting them in the completion of their work activities.
- Attends meeting as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Audits a variety of programs and processes for the purpose of ensuring compliance with established policies, procedures and/or education codes.
- Compiles a variety of reports and recommendations (e.g. open enrollment, ADM) for the purpose of providing accurate information.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Responds to inquiries of staff, other educational institutions, the public, parents and/or students (e.g. registration, residency verification, zoning) for the purpose of providing information and/or direction.
- Serves as resource to employees, parents, and/or organizations for the purpose of interpreting and conveying appropriate procedures required for district operations.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: computer operation/skills  
computer programs (microsoft office, excel, etc.)

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules  
working with detailed information/data  
maintaining confidentiality.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed under some temperature extremes and in a clean atmosphere.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

### **Required Testing**

None specified

### **Certificates & Licenses**

None Required

### **Continuing Educ. / Training**

None specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

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### **FLSA Status**

Non Exempt

### **Approval Date**

Job description available upon request

### **Salary Grade**

Classified 5