

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Admissions & Records Technician	Range:	33
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing technical duties in the Admissions and Records Office and providing information and customer assistance to students, faculty, staff and the public.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides technical information and assistance to students, staff and the public regarding admissions, registrations, records, enrollment, fees and other areas of student services.
2.	Instructs students in correct procedures for completion of forms and applications; explains applications, requirements and restrictions; reviews completed forms for accuracy and completeness.
3.	Processes a variety of forms related to admissions and records according to established procedures, processes student program changes.
4.	Processes applicable fees; receives, accounts for, balances and deposits monies at assigned location.
5.	Processes attendance accounting and collection and recording of student grades, degrees and vocational certificates; processes transcripts and application forms according to established procedures.
6.	Collects and posts a variety of information from standardized media to various types of central records; utilizes appropriate computer information systems programs; participates in the processing of applications, program adds and drops, determination of program eligibility, residency and applicant status.
7.	Provides information and assists other Admissions and Records staff, counselors and instructors as needed or assigned; assists in registration as assigned.
8.	Maintains accurate records and files including student transcripts; makes grade changes and cumulative GPA corrections; locates and obtains various information from records as requested; prepares and maintains records for storage.
9.	Types correspondence, labels and other written materials as required; duplicates materials as needed; routes and distributes incoming and outgoing mail.
10.	Trains and provides work direction and guidance to others.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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## **OTHER FUNCTIONS**

In addition to the essential functions, the Admissions & Records Technician may assist in directing the work of others as directed and may also be responsible for a specialized program within an Admissions & Records office.

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## **WORKING RELATIONSHIPS**

The Admissions & Records Technician maintains frequent contact with co-workers in the Admissions and Records Office, various departments, outside agencies, students, faculty and the public.

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## **EDUCATION AND EXPERIENCE**

High school diploma or equivalent  
Minimum one (1) year of responsible clerical experience, preferably in a college or university admissions and records office

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

None

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## **WORKING CONDITIONS**

College environment; subject to constant interruptions and frequent interaction with others; standing; subject to sitting for long periods of time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.