

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Evaluator Specialist	Range:	37
Date Revised:		Date Approved:	April 8, 2003

### PRIMARY PURPOSE

This position is responsible for coordinating the work of records evaluation personnel and performing complex technical duties involved in the analysis and evaluation of student records and transcripts for graduation, transfer and certification. Incumbents must possess a thorough knowledge of all phases of admissions and records.

### ESSENTIAL FUNCTIONS

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

1.	Coordinates and organizes the day-to-day activities within an assigned service area in an Admissions and Records Office to assure efficiency of operations; researches and investigates problems and identifies appropriate solutions.
2.	Evaluates academic records and transfer credits to determine student eligibility for admissions, general education requirements, programs, degrees and vocational certificates; coordinates printing of certificates and awards.
3.	Reviews non-traditional education materials for possible granting of college credits and maintains current knowledge of high school graduation requirements in California and elsewhere.
4.	Provides technical assistance to students, faculty and staff on the interpretation of District policies and procedures, and federal and state regulations related to admissions, transfers, graduation, etc.
5.	Interprets college requirements; explains basis for evaluation made and provides information to students and faculty on evaluations and college requirements.
6.	Interprets course descriptions; assists departments in evaluating courses for certificate programs.
7.	Reviews, analyzes and prepares student petitions, including academic exceptions and academic renewals; participate in meetings regarding student petitions and provide resource information.
8.	Computes statistical data for graduation and verifies completion of final semester courses and calculates and tracks cumulative GPA; determines eligibility for graduation.
9.	Assists and advises counselors regarding student records and makes appropriate recommendations and corrections; compiles and verifies information for State and Federal reports.
10.	Provides information and assists other admissions and records staff, counselors, instructors, other District departments, and outside agencies as needed or assigned; assists in registration as assigned.
11.	Processes attendance accounting and collection and recording of student grades, degrees and vocational certificates; processes student program changes.
12.	Trains and provides work direction and guidance to others as directed.
13.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

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14.	Performs related duties as assigned.
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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Evaluator 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**

Associates Degree or equivalent

Minimum two (2) years increasingly responsible administrative experience in a college or university admissions and records office, preferably in the evaluation/graduation areas.

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**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, 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 or District office environment; subject to constant interruptions and frequent interaction with others; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

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