Martinez Unified School District  
Classified Job Description

Attendance Technician  
10 Months/Year

**Definition**  
Under general supervision, to perform difficult clerical work involved in compiling and posting attendance records and reports; to assist students, parents and teachers in matters relating to attendance accounting activities; and to do related work as required.

**Example of Duties**
- Computes and records hours of attendance for individual students;
- Records absences;
- Follows prescribed procedures;
- Computes average daily attendance and compiles monthly and annual reports;
- Posts entries on student attendance cards and other forms;
- Posts program changes, withdrawals, and residence changes;
- Sorts and files records and other material according to prescribed methods;
- Makes and issues admit slips;
- Answers telephone calls from teachers, parents, or school officials, and gives information from attendance files or other records;
- Contacts parents by telephone regarding student absences;
- Operates other office equipment including intercom system and PBX;
- Sorts and files records and other material according to prescribed methods;
- Watches on counter, verifying excuses and issuing admit slips;
- Operates other office equipment including intercom system and PBX;
- Supervises student assistants;
- May assist in other offices such as library, health or main office as needed; and
- May supervise other clerical workers.

**Desirable Qualifications**

**Knowledge of:**
- Correct English usage, spelling, grammar, punctuation, and composition;
- Office methods, procedures and practices;
- Filing systems and recordkeeping; and
- Laws and regulations of the Education Code and District pertaining to attendance.

**Ability to:**
- Perform a variety of difficult clerical work involving use of independent judgment and requiring accuracy and speed;
- Operate standard office equipment;
- Make complex arithmetical calculations with accuracy and speed;
- Post, check records, file and alphabetize rapidly and accurately;
- Read, understand and explain technical policies and material;
- Coordinate the work of other clerical workers;
- Understand, carry out and give oral and written directions;
- Maintain cooperative working relationships with those contacted in the course of work; and
- Type at a net corrected speed of 45 words per minute.

**Experience**
Three years of responsible office experience, preferably in a school setting.

**Education**
Equivalent to the completion of the twelfth grade, including or supplemented by courses in office practices.