

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: ADULT EDUCATION REGISTRATION CLERK

#### BASIC FUNCTION:

Under the direction of the Adult Education Principal, perform duties necessary to register students in Adult Education Classes.

#### REPRESENTATIVE DUTIES:

Type material as necessary for the assignment . *E*

Use computer to prepare and/or input material and data as necessary. *E*

Establish and maintain a good working relationship with those registering for classes. *E*

Maintain records and files for smooth operation of registration process. *E*

Duplicate and distribute items as necessary during registration process. *E*

Prepare reports and post information as necessary and required during registration. *E*

Make telephone calls, take and relay messages as directed. *E*

Operate a variety of office equipment including typewriter, calculator, copier, and other machines pertinent to the registration assignment. *E*

Collect monies, issue receipts, and maintain financial records as required and directed. *E*

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Alphabetical, numerical and subject matter filing systems.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

##### ABILITY TO:

Perform clerical duties such as filing, duplications, typing and maintaining routine records.

Operate a copier, typewriter and adding machine.

Learn to operate a computer workstation and peripheral equipment.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Meet schedules and time lines.

Work cooperatively with others.

Communicate effectively both orally and in writing.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by office work experience.

#### WORKING CONDITIONS:

ENVIRONMENT: School office environment.

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting objects weighing up to 25 pounds.