

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Registrar	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0560	WORK YEAR:	11 to 12 Months
DEPARTMENT:	School Site	SALARY:	Range 53 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	01-01-65
		BOARD REVISION:	03-01-94
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform diverse, specialized work related to the complete and accurate student academic school records for students in an assigned school; assure accurate grade histories; enroll, transfer, and drop students according to established procedures.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accur

- Establish and maintain cooperative and effective working relationships with others.
- Perform computational tasks with speed and accuracy.
- Maintain records and prepare reports.
- Operate a computer, related software, and standard office equipment.
- Complete work with many interruptions.
- Lift light objects according to safety regulations.