

Registrar II

Position Details

Class Code: 0146

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, plans, organizes, and reviews complex registration activities in high schools and alternative secondary schools.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Implements Clark County School District (CCSD) policies/procedures regarding student records and graduation progress.
2. Provides information to the public, teachers, and other employees regarding CCSD regulations and school activities/rules.
3. Plans, organizes, and implements the registration process with administration; prioritizes work and works independently with minimal supervision.
4. Responsible student enrollments and withdrawals.
5. Maintains accurate student registration records/files.
6. Responsible for accurate student enrollment accounting for apportionment funding.
7. Evaluates and transcribes out-of-district course history records to verify course alignments with CCSD curriculum; posts to student data reporting system.
8. Follows CCSD Grade Reporting Calendar to implement registrar operational tasks and progress, grade, and transcript reporting processes.

9. Maintains student data reporting system database; compiles, retrieves, and generates accountability records/reports, including class schedules, cumulative records, transfers, registration, grading, course history, attendance, health records, student accounting data, graduation, dropout, and academic probation.
 10. Certifies and issues official school transcripts, as requested.
 11. Verifies seniors' graduation status.
 12. Prioritizes work and exercises judgment with respect to urgency, confidentiality, and relative importance.
 13. Generates specialized reports using advanced queries.
 14. Promotes public relations and deals tactfully/diplomatically with people.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for complex registrar activities requiring initiative and research/analysis of students' permanent academic histories, which may involve supervisory duties.

Registrar II positions are assigned to high schools or alternative secondary schools.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to access, use, edit, and maintain records and electronic student data reporting systems.
2. Knowledge of word processing, database, spreadsheet, desktop publishing, and data communication software.
3. Knowledge of Nevada System of Higher Education (NSHE) admission requirements.
4. Knowledge of Family Educational Rights and Privacy Act (FERPA) requirements; ability to maintain confidentiality of data.
5. Ability to maintain confidentiality of information.
6. Ability to conduct audits to verify enrollment accuracy.
7. Ability to review, evaluate, and interpret transcripts/related documents.
8. Ability to research, analyze, and perform mathematical calculations.
9. Ability to compile, create, and compose original reports, correspondence, and records.
10. Ability to interpret, explain, and apply written/verbal instructions, policies, and procedures.

11. Ability to use computers and work-related software applications.
 12. Ability to develop, learn, and apply office procedures.
 13. Ability to plan/organize work and work independently with minimal supervision.
 14. Ability to meet predetermined deadlines and shift suddenly to new tasks as priorities change.
 15. Ability to keep information confidential and maintain an ethical attitude.
 16. Ability to perform editorial checking for spelling, punctuation, and grammar.
 17. Ability to work flexible hours/shifts.
 18. Ability to judge when to act independently and when to refer situations to a supervisor.
 19. Ability to cooperate and deal tactfully/diplomatically with management, staff, and the public.
 20. Ability to coordinate multiple projects and meet predetermined deadlines.
 21. Ability to recognize/report hazards and apply safe work methods.
 22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.)
2. Two (2) years' clerical experience involving public contact and maintaining records.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD high schools and alternative secondary schools.

Work Environment

Strength

Sedentary/medium – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 10/13/23
- Created: 11/05/01