

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

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| 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.