

**District Truancy Attendance Secretary**

**Purpose Statement**

The job of District Truancy Attendance Secretary is done for the purpose/s of ensuring accurate attendance accounting within the District; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; conveying attendance related information to appropriate parties; and providing general clerical support, information and/or direction as may be assigned by the District Attendance Office.

This job is distinguished from similar jobs by the following characteristics: unlike the school attendance secretaries, incumbents in this classification travel district wide and provide services to all schools within the district as well as with the Nebo Attendance Court and Juvenile Court.

This job reports to the District Coordinator of Student Services

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**Essential Functions**

- Communicates with students, teachers, parents, district employees, etc. (e.g. courtesy calls to parents, attendance history, parent letters, court letters, etc.) for the purpose of coordinating activities and processes.
- Maintains a variety of records (e.g. attendance records, schedules, court hearing dates and petitions, contact and telephone logs, student attendance, etc.) for the purpose of documenting activities and/or providing reliable information.
- Notifies parents and/or guardians of student absences for the purpose of meeting district, state and federal requirements.
- Obtains attendance records from various computer programs (e.g. SIS internet and ôSchool Houseö, etc.) for the purpose of ensuring accurate reporting of excused absences and trancies.
- Participates and assists in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information regarding school and/or district activities and procedures as they relate to truancy.
- Performs clerical tasks (e.g. coordinating arrangements for meetings, trainings, etc.) for the purpose of providing support to other personnel while ensuring the efficient and effective functioning of the work unit.
- Prepares attendance-related reports and written materials (e.g. standardized/special reports, court reports, letters to parents, telephone calls, managing student profile data, behavior history entries, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes court documents and materials for Juvenile Court and Nebo Attendance Court (e.g. researching discrepancies, correcting errors in attendance records, changing unverified absences to unexcused, attendance codes, student profile, discipline files, attendance files, etc.) for the purpose of disseminating accurate and timely information to appropriate parties.
- Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data before processing.
- Responds to inquiries from a variety of individuals (e.g. staff, parents, outside agencies, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.

- Verifies accuracy of attendance records for the purpose of complying with state laws governing attendance accounting.

**Other Functions**

- Performs other duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation business telephone etiquette .

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information/data; meeting deadlines and schedules; working with frequent interruptions; and maintaining confidentiality. Have the Ability for regular and reliable attendance.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is desired.

Education Targeted, job related education with study in job-related area.

Equivalency work experience.

**Required Testing**

Alcohol and Drug Test  
and Pre-employment Proficiency Test

**Certificates**

Defensive Driving Certificate  
Valid Driver's License/Evidence of

Insurability  
provide own transportation to schools  
throughout the district and Juvenile Court  
sessions

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background  
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt