

RECORDER

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving responsibility for accurately processing and maintaining a variety of data relating to both student academic records and Semester course offerings. The majority of information used is maintained in an electronic mode, requiring accurate knowledge of the information system utilized. The system is used to both record and extract information and is heavily utilized to supply information to a variety of parties. Supervision is received from a Senior Recorder or other higher level supervisor permitting leeway for the use of independent judgement based on academic policy and administrative procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Registers students for semester courses and processes course changes during the early weeks of the semester;
Maintains permanent academic records of students to process attendance, address or biographic data changes, or post transfer credit, grade changes or other academic notations;
Certify student attendance or academic progress towards degree attainment for New York State Tuition Assistance Program or other certifying purposes;
Assist in the entry of course offerings for a semester and maintain course section changes related to days, room, or times;
Prepares and issues transcripts of permanent academic records;
Prepares and distributes a variety of reports required by the college;
Provides information to the public, faculty, student, and other administrative units on a wide variety of related topics.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;
Good knowledge of methods used in maintaining student academic records; Ability to interpret courses, grades and credits against various curriculum requirements;
Ability to interpret college requirements, grades, and other information to students, parents, schools and other interested persons;
Ability to use an on-line computer system;
Ability to understand and follow oral and written directions;
Ability to deal effectively with students and the general public;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- A) Two years of general office experience; or
- B) One year of data entry experience; or
- C) An equivalent combination of training and experience as indicated above.

R482

6/14/14

Revised 1/5/18