

# PRINCIPAL REGISTRAR CLERK Tompkins County

**Classification:** Competitive

**Labor Grade:** 0

**Approved:** 0

## **MINMUM QUALIFICATIONS:**

(a.) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in Computer Information Systems, Management Information Systems, Computer Science, Business Administration, Accounting or a related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in a business or educational setting verifying accuracy of records in an automated systems environment.

(b.) Graduation from High School or the possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in a business or educational setting verifying accuracy of records in an automated systems environment, with one year in a senior position; **OR**

(c.) Any equivalent combination of training and experience as indicated by the limits of (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position has responsibility for independently performing specialized programming and database manipulation in records maintenance, automated systems, and administrative departments of the Academic Records Office. Work is performed under general supervision of the Registrar with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. The Principal Registrar Clerk is responsible for coordinating the work of secretaries and clerks and providing immediate supervision over student assistants and volunteers.

## **TYPICAL WORK ACTIVITIES:**

- Responsible for adding, updating and maintaining the office website;
- Performs complicated programming functions including records and database maintenance/manipulation of information based on college policies and procedures;
- Assists in preparation of procedural manuals and training programs;
- Troubleshoots difficult system problems involving independent judgment;
- Develops and implements reports and programs for other administrative offices;
- Oversees the maintenance of student database and records;
- Maintains the department's records and files;
- Handles policy and procedural questions and directs other inquiries to the proper person;
- Coordinates and provides direction to the Academic Records Office staff, especially in matters involving records maintenance;
- Enters and retrieves electronic information utilizing various software packages;
- Assists with developing, applying, and maintaining automated systems routines;
- Oversees release of restricted data to outside agencies and third parties;
- Assists in developing and implementing departmental policies and procedures;
- Responsible for other related duties as assigned.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of office systems, equipment, terminology, and procedures as applied to the Academic Records Office's work;
- Thorough knowledge of Mathematics and English;

- Thorough knowledge of college services, policies, and practices;
- Thorough knowledge of handling and using Academic Records Office materials and equipment;
- Ability to plan, coordinate, and review the work of others;
- Ability to operate an alphanumeric keyboard such as typewriter and microcomputer at an acceptable rate of speed;
- Ability to understand and carry out complex oral and written instructions;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Automated systems aptitude;
- Good organizational and communication skills;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**  
**(CONTINUED):**

- Tact and courtesy;
- Ability to deal well with public under a considerable amount of stress in a fast-paced atmosphere;
- Ability to perform programming and complicated procedures with attention to detail in spite of continual interruptions;
- Ability to program and maintain office website;
- Physical condition commensurate with the demands of the position.