SPECIALIST-ATTENDANCE

DEFINITION:
Under the supervision of the Director of Fiscal Services, performs specialized technical financial tasks in
attendance accounting and related assigned duties; trains and provides work direction to staff; confers with
District/County offices and school site administrators to maintain sound attendance reporting and perform
other related functions as directed.
This position requires expertise in complex attendance accounting and record keeping, including
interpretation of and changes in state law, and the ability to independently analyze, develop, offer
alternative problem solutions and coordinate implementation of such solutions to related technical issues
and concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
• Performs a variety of specialized technical financial tasks and functions related to attendance
accounting and record-keeping; revises and implements office procedures to ensure accurate and
timely attendance activities.
• Oversees, coordinates and maintains appropriate attendance activities, financial2 (l)-4 (y)-3.if7n. TJ
0 Tc 0 Tw 9.964 0 Td
( )Tj
EMC

Ѹ
Ѹ

Specialist
-Attendance

-
 Continued
 Page
2

• Data control procedures and data entry operations.

• Telephone techniques and etiquette.

• Operation of a computer and assigned software.

Ability to:

•