



NEW: Submitted:  
12/10/2019 12/10/2019

JOB TITLE:	AUDITOR ATTENDANCE
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8764
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Coordinates the Dual Integrated Map Encoding (DIME) File corrections with Information Technology (IT); audits student membership; provides and maintains information and assists staff and the public in using this information; prepares maps and assists with the historical information of schools.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Audits student membership to verify correct school attendance by students  
 Maintains the DIME File and coordinates corrections with IT  
 Uses computer software for boundary changes, population reports, and student membership projections  
 Provides information to schools and to parents about school assignments in coordination with the Supervisor  
 Helps maintain the historical information on the school boundary lines and statistical data  
 Assists with preparation and composition of charts, documents, and maintains databases  
 Helps prepare the maps of the School Board Districts, school attendance areas, etc., as required  
 Assists with preparing the annual projections of student membership  
 Helps school personnel and others to use the DIME File and map reading information  
 Completes all trainings and other compliance requirements as assigned by the designated deadline  
 Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.  
 Good communications skills  
 Three (3) years of clerical experience involving the use of automated systems  
 Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience reading track and block information on the census maps  
 Experience translating computer data into information suitable for use by appropriate users  
 Experience in a diverse workplace