



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