



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	AUDITOR ATTENDANCE
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
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 terminal for boundary changes, population reports, and student membership projections
Provides information to schools and to parents about school assignments in coordination with the Analyst Demographics
Helps maintain the historical information on the school boundary lines and statistical data
Assists with preparation and composition of charts and documents
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 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