

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Registrar	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0560	<b>WORK YEAR:</b>	11 to 12 Months
<b>DEPARTMENT:</b>	School Site	<b>SALARY:</b>	Range 53 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	01-01-65
		<b>BOARD REVISION:</b>	03-01-94
		<b>HR REVISION:</b>	04-27-12

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**BASIC FUNCTION:**

Perform diverse, specialized work related to the complete and accurate student academic school records for students in an assigned school; assure accurate grade histories; enroll, transfer, and drop students according to established procedures.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accur



- Establish and maintain cooperative and effective working relationships with others.
- Perform computational tasks with speed and accuracy.
- Maintain records and prepare reports.
- Operate a computer, related software, and standard office equipment.
- Complete work with many interruptions.
- Lift light objects according to safety regulations.