

**An Equal Opportunity / Affirmative Action Employer**  
**CSEA EMPLOYMENT OPPORTUNITY**

**DATE OF POSTING:** **April 2, 2018**

**POSITION:** Registration Clerk  
Full-Time Temporary

**ASSIGNMENT:** District Registration & Attendance

**RESPONSIBILITIES:**

- Provide administrative support to the Central Registration Department & Business Office
- Review and verify registration documents for completeness and accuracy
- Enter student data into student information system; including student information changes
- Maintain filing system
- Answer phone calls from parents, guardians, public, and staff from other schools
- Coordinate large mailings, prepare outgoing mail and correspondence, including e-mail, scanned documents and faxes
- Reviewing and compiling data as requested
- Candidate will be required to conduct home visits which might necessitate working evenings, weekends and off-school hours
- Process home instruction students
- Create monthly detailed district attendance reports
- Compile residency dispute data and compose the associated correspondence
- Code students in the student information system per state and district coding specifications
- Provide student data to the Transportation Department, as needed
- Process and investigate returned mail
- Welcome parents/guardians and guide them in the registration process, giving them the necessary forms to complete and gather the required documentation from them
- Handle the particulars when registering homeless students including additional paperwork providing supplies and coordinating with the Transportation Department
- Candidate will work on charter, private and parochial student information including verifying monthly invoices and a yearly survey of students
- Other duties as assigned

**REQUIREMENTS:** Must meet Civil Service eligibility requirements

**EFFECTIVE DATE:** April 2, 2018 – July 31, 2018

**SALARY:** Grade 9 - Based on CSEA contract

**CLOSING DATE:** **April 19, 2018**

**External Candidates:**

Please submit a completed TCSD non-instructional application  
[available at <http://www.troycsd.org/district-services/human-resources/>] to:

Office of Human Resources 475 First Street Troy, NY 12180  
or e-mail to: [humanresources@troycsd.org](mailto:humanresources@troycsd.org)

**Internal Candidates:**

Please submit a letter of interest along with a list of four (4) references to:  
[humanresources@troycsd.org](mailto:humanresources@troycsd.org)

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

The Enlarged City School District of Troy does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur. Please send letter of interest, resume and list of 4 references.