



TRANSCRIPT AND DEGREE AUDIT SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	54	07/01/2017	Classified	1 of 2

DEFINITION

To perform complex tasks pertaining to the audit of transcripts and other materials effecting degree analysis, student academic standing and transfer planning; to build and maintain degree audit programs; and to train other clerical staff in the use of degree audit files.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, organizes, and implements functions and activities pertaining to the review and analysis of transcripts and other admission and record documents.
- Builds and maintains complex degree audit files, using syntax to generate rules.
- Works closely with the articulation personnel in carrying out agreements with accredited colleges and universities.
- Reviews, audits and verifies the accuracy of database input documents and output reports.
- Troubleshoots problems with the degree audit output.
- Receives information regarding associate degree and certificate of achievement and inputs the data in the automated record management system.
- Assists in the training and in-service of admission and record personnel in performing transcript evaluation.
- Serves as a technical resource to other admission and record clerical staff.
- Restructures and modifies degree audit files using approved system modification methods.
- Assists in writing and revising procedure manuals and admission record informational documents.
- Prepares reports pertaining to degree audit and admission informational data.
- Conducts research studies and surveys regarding admission and record processes and procedures.
- Establishes and maintains a variety of general files and records, some of which may include confidential information.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- District and state regulations, policies and procedures regarding college admissions and records.
- Automated record management methods, techniques, and strategies.



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- Current business practices relevant to the Department of Admissions and Records.
- Communicate effectively, both orally and in writing.
- Modern office procedures, practices and technology/equipment.
- Modern software applications (e.g. Microsoft Office Suite, etc.).
- Record keeping principles and procedures.
- Basic mathematics.

Skill/Ability to:

- Effectively and efficiently perform technical and complex admission and record functions.
- Operate a computerized record management and automated office management systems.
- Interpret, condense, and summarize technical admission and record detail and information.
- Effectively assist in the coordination and training of admission personnel in record management processes.
- Communicate effectively, both orally and in writing.
- Keyboard with accuracy.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Three (3) years of experience performing review and analysis of transcripts and other admission and record documents, preferably in a college setting.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.

Adopted: 07/01/17