

6. Prepare and post all absences changes including termination and new employee information.

Records and Reports:

7. Maintain physical and computerized files for absent-from-duty reports.

Other:

8. Communicate with human resource department, campus secretaries, and employees to ensure accuracy of information reported; resolve attendance problems and inquiries.
9. Maintain confidentiality of information.
10. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Copier, calculator, personal computer, typewriter, printer, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions to meet established deadline. Repetitive hand motions; prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.