JOB DESCRIPTION

Senior Certification Clerk

**Definition of Class**
Incumbents in this class are responsible for maintaining, researching, and providing information regarding student grades and status, assisting veterans, and processing necessary documents to ensure enrollment and proper payments. Incumbents are under the general supervision of an office manager.

**Examples of Work Performed**
Provides assistance to veterans and processes necessary documents to ensure enrollment and appropriate payments each semester.

Interprets V.A. statutes, regulations, and guidelines. Advises veterans regarding regulations and processes necessary paperwork and benefits forms.

Maintains interface with official of the Veteran’s Administration to secure information and resolves problems arising out of normal duties.

Serves as Certification Clerk for Registrar’s Office for all correspondence requiring the University Seal and Registrar’s signature.

Verifies loan department requests. Provides student enrollment histories to lenders and institutions.

Provides course descriptions from University catalogs to universities and students.

Determines student rankings and furnishes this information on inquiries or questionnaires accompanying transcripts.

Provides good standing statements on students to other universities. Furnishes statements of enrollment for purposes of insurance, jobs, scholarships, loans, etc. Issues degree verifications and good student certifications. Maintains, researches, and provides information regarding student grades and status.

Transmits foreign transcripts and documents from the official admissions folder to other universities.

Serves as a Notary Public for the Registrar’s Office.

Maintains and updates veterans’ files and reports to the Veteran’s Administration any change in hours, major, address, or withdrawal.

Handles inquiries from veterans regarding application status, remaining entitlement, pay, etc.

Provides direction and guidance to student employees assigned to assist in maintaining comprehensive student records.

Interprets and adheres to all applicable statutes and regulations pertaining to the privacy of student records.

Performs similar or related duties as assigned or required.
**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides and maintains student enrollment histories.
2. Provides assistance to veterans, including interpreting V.A. statutes, regulations, and guidelines.
3. Serves as Certification Clerk for Registrar’s office in response to correspondence and requests.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:**  These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; and sit. The incumbent is occasionally required to use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** High School Diploma or equivalent (GED).

AND

- **Experience:** One (1) year of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.