CLASS TITLE: CREDENTIALS TECHNICIAN

BASIC FUNCTION:
Under general supervision, to evaluate and process applications; to answer questions involving credentialing; to assist applicants in applying for credentials; to process credential applications; and to do related work as required.

REPRESENTATIVE DUTIES:
Processes, evaluates, and registers applications for credentials and permits; E

Answers technical questions regarding credentialing, credential laws, and credential procedures for prospective teachers and administrators; E

Refers to supervisor for assistance on difficult questions or where interpretation is required; E

Reviews payroll edit sheets to verify appropriateness of credentials and ensures correction of errors, as necessary by calling the districts; E

Attends county and state workshops related to credentialing; and E

Perform related duties as assigned. E

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Teacher credential requirements and procedures;
Technical requirements needed to evaluate transcripts for credentials and permits;
Payroll policy and procedure;
Operation of standard office equipment;
Telephone techniques and etiquette;
Record-keeping techniques; and
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Review applications and credentials to determine completeness and applicability using the knowledge obtained regarding types, levels, kinds of credentials;
Communicate credential laws, rules, regulations and applicability;
Deal effectively with a wide variety of personalities and situations requiring diplomacy and tact;
Compile and maintain accurate and complete credential files and records;
Use independent judgment requiring accuracy involving credential questions;
Be able to use proper English and make arithmetical calculations rapidly and accurately;
Operate common office machines;
Type 40 wpm from clear copy;
Understand and carry out oral and written directions; and
Work cooperatively with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: graduation from high school and three years credentials-related experience.

**WORKING CONDITIONS:**
**ENVIRONMENT:**
Is subject to inside environmental conditions;
May be required to use personal vehicle in the course of employment;
May be required to work at a video display terminal for prolonged periods.

**PHYSICAL ABILITIES:**
Require vision (which may be corrected) to read small print;
Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
Lower body mobility may be required; and
Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.