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# Example of Registration Clerk Job Description

Our company is hiring for a registration clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for registration clerk

* Accurately orders tests using the Epic and Cerner computer system
* Obtaining credit reports on new dealers as necessary
* Consign public customers
* Understand and follow Quality System documents relevant to responsibilities, Quality Manual and Standard Operating Procedures (SOPs)
* Assemble samples to be prepared for analyses and samples to be delivered to other laboratory locations for testing
* Researches and resolves diversified problems and provides responses to questions about student registrations, transcript requests, academic records and changes
* Accesses information from a variety of sources residing on the university’s administrative mainframe computer and peripheral systems that make up the student information system
* Provides guidance and assistance to others
* Responds to inquiries, answers phone, responds to email inquiries and conveys information and messages to pertinent individuals
* Participates in general mailings, satellite operations and general clerical work

## Qualifications for registration clerk

* Experience with Auction Edge/ASI and Auction Access auction systems a plus
* Must have valid in-state driver’s license and maintain an acceptable, safe driving record
* Good people and communication skills are a must
* Must be able to work in a fast paced setting and able to multi-task
* Previous seminar experience preferred
* Must work the full four hours