

Job Description

Job Title: **District Records Technician**
 Job Family: **Business Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **June 14, 2011**

Job Code: **1318**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 23**
 Typical Work Year: **12 months**

SUMMARY: Archive, index, maintain, retrieve and provide help with copies of documents to all requestors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Inventory graduated or withdrawn students files. Verify information on SASI and INFINITE CAMPUS for student status if necessary. Purge, prep, and merge documents. Scan student records using Laserfiche into the appropriate folders/repository for digital archiving.	D	80%
2. Assist Records Manager with Records Manual and Records policies review and updates. Suggest changes to improve efficiencies. Maintain Records webpage.	Q	5%
3. Provide basic Laserfiche system support to district schools and departments, including training, Q & A's, and troubleshooting.	M	4%
4. Fill record (i.e. transcripts, immunization, test scores or complete file)/verification requests received by phone, fax, mail, drop-off, or intra-district pony, by locating record via microfilm or electronic record. Print record, sign, date and stamp with seal. Send/fax records/verification as requested. Collect money and post in file. Make weekly deposits, update stats and provide monthly report. File records/verification requests and update database.	D	2%
5. Match and merge human resource files with payroll files and inventory in Access. Purge and prep documents. Merge with other files ready for imaging. Fill special requests from Payroll and Human Resources including copies of payroll documents, employment verification information, special documents requested, and complete personnel files.	Q	3%
6. Report Laserfiche system errors or bugs to vendor. Maintain error report log, and work to resolved issues.	W	2%
7. Attend monthly ARMA training sessions, and seek additional records training opportunities to include Laserfiche electronic records system training.	M	1%
8. Inventory board meeting minutes, and scan documents to Laserfiche for archive. Return original to Board of Education secretary.	A	1%
9. Provide support and training to school staff on record procedures.	A	1%
10. Perform other job-related duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Experience working with database and spreadsheet applications preferred.
- AA degree in Business or Library Science preferred.
- Minimum of 3 years experience in records management and retention.
- Minimum of 5 years experience in general clerical and/or office support.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must successfully complete a pre-hire, post-offer physical abilities examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Operating knowledge of Electronic Content Management (ECM) or similar systems.

- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of microfilm camera required within 1month after entering position.
- Operating knowledge of electronic document scanners

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Records Manager	5038

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for collecting transcript charges and document fees.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Evaluate		X		
Interpersonal Skills			X	
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	