

Job Title: **District Records Technician**
 Job Family: **Information Technology Support**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1318**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G23**

SUMMARY: Archive, index, maintain, retrieve and provide help with district records 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. Following department procedures, fill a variety of types of record requests received by online order system, phone, fax, mail, email, drop-off, or intra-district pony by locating record - paper or electronic. Print student records, sign, date and stamp with seal. Send record as requested.	D	30%
2. Inventory graduate and withdrawn student files, check files for compliance, enter data for barcoding, and scan student records using Laserfiche for digital archiving.	D	30%
3. Sort, store, in the warehouse or scan records into Laserfiche for all departments and assign retention in accordance with the district standard operating procedure to ensure compliance with state requirements.	D	15%
4. Provide training for school based staff in organizing permanent student academic records.	M	10%
5. Understand district Record Retention Schedule. Provide guidance to help district staff manage all record types according to the records procedures, policies and records retention schedule.	M	5%
6. Answer phone calls and emails regarding records; fielding questions and providing instructions. Provide basic Laserfiche system user support to district schools and departments.	D	5%
7. Collect applicable cash fees, submit remittance and make weekly deposits.	W	2%
8. Attend monthly ARMA training sessions, and seek additional records training opportunities to include records management principles and best practices.	M	2%
9. Perform other job-related duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- AA degree in Business preferred.
- Minimum of 5 years' experience working with database and spreadsheet applications.
- Experience in records management and retention preferred.
- Laserfiche experience preferred. Basic Laserfiche training needs to be completed within three months of hire.
- Knowledge of document control best practices preferred.

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 keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to manage multiple priorities efficiently.
- Ability to type 50+ words per minute and proficient with 10-key.
- Ability to promote and follow Board of Education policies, District 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 and completion of training if applicable of district information technology systems and any other department specific software and equipment required within two months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Information Technology Services Manager	3103

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for collecting transcript, verification fees.
- Responsible for notifying IT when equipment or applications not functioning as required. Can escalate to management or vendor if applicable,

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 35 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	
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	