

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 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. Fill record (i.e. transcripts, immunization, test scores or complete file) 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 record as requested. Collect fees and post in file. Make weekly deposits, update status and provide monthly report. File record requests and update database.	D	40%
2. Inventory graduate or withdrawn students files. Scan student records using Laserfiche into the appropriate folders/repository for digital archiving. Scan records from other Departments into Laserfiche and assign retention.	D	40%
3. Provide guidance to help District staff manage all record types according to the records procedures, policies and records retention schedule.	D	5%
4. Provide basic Laserfiche system support to district schools and departments, including training and troubleshooting.	M	3%
5. Match and merge human resource files with payroll files then enter in Access. Purge and prep documents for scanning.	Q	2%
6. Report Laserfiche system errors or bugs to vendor. Maintain error report log and work to resolve issues.	A	2%
7. Attend monthly ARMA training sessions, and seek additional records training opportunities to include records management principles and best practices.	M	2%
8. Provide support for the Records Management Program by assisting Records Manager with the Records Manual, Records Policy review, standard operating procedures and suggestions to improve efficiencies.	Q	2%
9. Provides copies of payroll documents, employment verification, special requests, etc. and complete personnel files. Upon request from Payroll or Human Resources.	Q	1%
10. Inventory board meeting minutes, and scan documents to Laserfiche for archive.	A	1%
11. Print report cards for parents as requested.	A	1%
12. Perform other job-related duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- AA degree in Business or Library Science preferred.
- Minimum of 5 years' experience working with database and spreadsheet applications. Experience in records management and retention desired.
- 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 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 of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Information Technology Service Manager	3103

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

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for collecting transcript, verification fees and CORA fees.
- Responsible for notifying IT when equipment or applications not functioning as required. Can escalate to vendor if applicable after conferring with Purchasing.

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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	