

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

RECORDS TECHNICIAN/RECORD RETENTION

SALARY SCHEDULE: SSP-8

COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years experience in a records environment.
- (3) Must receive a minimum score of 80[%] on the Microsoft Word test; 65[%] on the Excel test.
- (4) Experience in micrographics industry preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers, specific software, and other technology. Knowledge of basic office equipment. General working knowledge of school and/or District. Good oral and written communication skills. Basic mathematical skills. Good organizational skills. Knowledge of micrographics.

REPORTS TO:

Record Retention Supervisor [Coordinator]

<p>JOB GOAL</p> <p>To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.</p>

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform all records activities to ensure full compliance with applicable statutes, regulations, district policies, and department procedures relating to proper custodial care which includes security and confidentiality requirements.
- * (2) Prepare documents for microfilming and imaging.
- * (3) Operate micrographics and document imaging equipment including microfilm camera, microfiche reader, reader-printer, and scanner; and monitor maintenance of all micrographics and document imaging equipment.
- * (4) Assist in the coordination of the District's forms management program to comply with state statutes.
- * (5) Respond to requests from the public, governmental agencies, former students, schools, and departments for student records/transcripts and other public documents.
- * (6) Process record requests received via telephone calls, faxes, and mail.
- * (7) Maintain databases to track current inventories of records and forms in various media (paper, microfilm/fiche, and optical).
- * (8) Perform quality assurance testing which includes inspecting microfilm and scanned images in accordance with established quality control standards.
- * (9) Assist with the preparation of monthly and annual statistical reports of documents that were microfilmed or scanned.
- * (10) Communicate effectively with public, students, co-workers, and administration.

RECORDS TECHNICIAN/RECORD RETENTION (Continued)

- * (11) Assist Record Retention Center personnel in all aspects of records management and department operations as required.
- * (12) Keep supervisor informed of potential problems or unusual events.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance, punctuality, and proper dress rules.
- * (16) Maintain confidentiality regarding district matters.
- * (17) Maintain positive relationships with students, parents, and staff.
- * (18) Participate in workshops and training sessions as required.
- * (19) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- * (20) Perform data entry as necessary or assigned.
- * (21) Prepare all required reports and maintain all appropriate records.
- * (22) Follow all School Board policies, rules, and regulations.
- * (23) Exhibit the interpersonal skills necessary as an effective team member.
- * (24) Demonstrate support for the School District and its goals and priorities.
- * (25) Perform other tasks as assigned by the Record Retention Supervisor [Coordinator].

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 02

*Essential Performance Responsibilities