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

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

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 imaging.
*(3) Operate micrographics and document imaging equipment including 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 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) Sustained focus and attention to detail for extended periods of time.
(26) Perform other tasks as assigned by the Record Retention Supervisor.

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