



For the future of every student

CLASS TITLE: RECORDS TECHNICIAN

BASIC FUNCTION:

Under the supervision of the Director of Pupil Services, perform a variety of specialized duties in the organization, storage and maintenance of active and inactive cumulative student records for the District; provide information, assistance and transcripts to former students, school personnel, outside agencies and others according to established guidelines and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties in the organization, storage and maintenance of inactive student records for the District; establish and maintain filing systems of cumulative student records; log incoming and outgoing cumulative records; input student information into assigned database system; assure activities comply with established laws, rules and regulations.

Provide information, assistance and cumulative student records to students, school personnel, outside agencies and others according to established guidelines and procedures; respond to oral and written transcript requests; duplicate and distribute cumulative student records; verify student information as requested; prepare and distribute related correspondence.

Receive, sort and organize incoming permanent and interim student records; review records for accuracy and completeness; contact District personnel and outside agencies to request missing information; notify the State of new students to obtain State identification number; receive and verify identification numbers from the State according to established procedures.

Prepare student records for scanning according to established guidelines and procedures; remove records that can be destroyed and assure State-mandated records are retained in folders; contact scanning and shredding agencies as needed.

Utilize a microfilm reader to retrieve archived information; print microfilmed materials according to established procedures; assure accuracy and completeness of requested materials.

Communicate with District personnel, employers, schools, courts, law enforcement agencies and various outside organizations to exchange and verify information, coordinate activities and resolve issues or concerns.

Provide training in proper records maintenance, retention, access and disposal to school staff as assigned; drive a vehicle to District sites to conduct trainings.

Receive, open, sort, screen and distribute incoming mail as assigned; receive cumulative records for incoming students and distribute to appropriate personnel; prepare outgoing mailings of student records.

Operate standard office equipment including a copier, fax machine, computer and assigned software.

Attend a variety of meetings as assigned; reserve facilities and arrange meeting date and times; prepare agenda and other meeting materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of records maintenance, storage and retrieval.

Numerical, alphabetical and subject matter filing systems.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable, laws, codes, regulations, policies and procedures.

Telephone techniques and etiquette.

Transcript evaluation, maintenance and processing methods, procedures and guidelines.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Data control procedures and data entry operations.

ABILITY TO:

Perform a variety of specialized duties in the organization, storage and maintenance of active and inactive cumulative student records for the District.

Provide information, assistance and transcripts to former students, school personnel, outside agencies and others according to established guidelines and procedures.

Interpret, apply and explain rules, regulations, policies and procedures.

Learn to operate a variety of optical imaging equipment including scanners, printers and microfilm readers.

Operate standard office equipment including a computer and assigned software.

Complete work with many interruptions.

Establish, organize and maintain filing systems.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Review materials for accuracy and completeness.

Work independently with little direction.

Meet schedules and time lines.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years clerical record-keeping experience including one year in the maintenance of student records.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor work environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned.

Approved by Personnel Commission:

06/18/2008