

## 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, must successfully complete testing within six (6) months of employment.
- (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

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

## **RECORDS TECHNICIAN/RECORD RETENTION (Continued)**

- \* (10) Communicate effectively with public, students, co-workers, and administration.
- \* (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