

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

RECORDS TECHNICIAN II/RECORD RETENTION

SALARY SCHEDULE: SSP-10

COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience as a Record Technician I.
- (3) Must receive a minimum score of 80 on the Microsoft Word test; 75 on the Excel test.
- (4) Experience in database management, including development and maintenance.
- (5) Experience in micrographics and document imaging.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of and experience with using computers, specific software (including Word, Excel, Access, document management software, and the District Student Information System), and other technology. Knowledge of micrographics and document imaging. Ability to assess needs and develop solutions. Ability to analyze data and create reports.

Knowledge of laws, rules, procedures, and systems related to records and forms management. General working knowledge of school and/or department records. Ability to train others in basic records and forms management. Ability to meet and interact with school and department personnel and the public. Good oral and written communication skills. Good organizational skills. Ability to work independently.

REPORTS TO:

Record Retention Supervisor

JOB GOAL

To provide technical assistance and support so that the effectiveness and efficiency of the department is maintained. To provide support to the district school and department appointed Records Coordinators through communication and training to ensure records compliance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as the first point of contact for Records Coordinators.
 - * Develop and deliver training, as required, to Records Coordinators.
 - * Respond to Records Coordinators questions in a timely manner and provide on-site assistance as needed.
 - * Assist Records Coordinators with records disposition, inventory management, and forms management.
- * (2) Assist with training department staff and temporary/contract employees and review of work.
- * (3) Maintain the Records Manual.
- * (4) Serve as the technology expert for the Records Retention Department.
 - * Develop and maintain all department databases used for data management, work flow, and inventory tracking
 - * Work with the document management software developer to resolve issues and perform updates.
 - * Maintain Record Retention webpage.
 - * Maintain Record Retention SharePoint page.

* Oversee operation and maintenance of office equipment and train others on use of equipment.

- * (5) 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.
- * (6) Prepare documents for imaging.
- * (7) Operate micrographics and document imaging equipment including microfiche reader, reader- printer, and scanner; and monitor maintenance of all micrographics and document imaging equipment.
- * (8) Assist in the coordination of the District's form management program to comply with state statutes.
- * (9) Respond to requests from the public, governmental agencies, former students, schools, and departments for student records/transcripts and other public documents.
- * (10) Process record requests received via telephone calls, faxes, mail, and email.
- * (11) Perform quality assurance testing which includes inspecting microfilm and scanned images in accordance with established quality control standards.
- * (12) Assist with the preparation of monthly and annual statistical reports of documents that were scanned.
- * (13) Communicate effectively with public, students, co-workers, and administration.
- * (14) Assist Record Retention Center personnel in all aspects of records management and department operations as required.
- * (15) Keep supervisor informed of potential problems or unusual events.
- * (16) Demonstrate initiative in the performance of assigned responsibilities.
- * (17) Model and maintain high ethical standards.
- * (18) Follow attendance, punctuality, and proper dress rules.
- * (19) Maintain confidentiality regarding district matters.
- * (20) Maintain positive relationships with students, parents, and staff.
- * (21) Participate in workshops and training sessions as required.
- * (22) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- * (23) Perform data entry as necessary or assigned.
- * (24) Prepare all required reports and maintain all appropriate records.
- * (25) Follow all School Board policies, rules, and regulations.
- * (26) Exhibit the interpersonal skills necessary as an effective team member.
- * (27) Demonstrate support for the School District and its goals and priorities.
- * (28) Sustained focus and attention to detail for extended periods of time.
- * (29) 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