

STUDENT RECORDS SPECIALIST

DEFINITION

Under general supervision, performs a variety of clerical functions concerning the maintenance of former student's records; prepares student records for scanning/microfilming, and stores, duplicates and distributes scanned/microfilm records as requested; prepares and maintains personnel, fiscal, and risk management Class I records; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- performs a variety of student record clerical tasks, including file purging, preparing files and records for digital storage, typing, proofreading, filing, and recording of data
- provides trainings and technical support to school sites and departments
- performs audits for quality control of the district's digital records storage system
- compiles information and prepares reports and summaries
- answers the telephone and provides caller with routine information and data
- responds to written requests from appropriate agencies and persons regarding the public school records of former students
- receives microfilm records and reviews and compares them with the originals to ensure accuracy and completeness
- prepares routine correspondence in response to informational requests
- organizes, develops, and maintains a data storage and retrieval system
- maintains a variety of alphabetical, numerical, and subject matter files and records
- performs data entry functions using a computer terminal and micro-computer
- processes student transcripts for distribution
- analyzes, proofs, and records date of the preparation of student and District records
- receives and complies with record subpoenas
- uses a variety of record management system equipment, including micro-computers, FAX, microfilm reader/printers, and optical record scanners.

QUALIFICATIONS

Knowledge: Modern office procedures, methods, strategies, and techniques, particularly regarding student record management; English usage, spelling, grammar, punctuation, and mathematical concepts; standard office machines and equipment, record storage, retrieval, and management systems.

Ability to: Skillfully operate a micro-computer and computer terminals using related application software; perform general clerical work with speed and accuracy; make simple mathematical calculations accurately; communicate effectively in oral and written form; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; establish and maintain cooperative working relationships with others.

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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- will sit most of the time, but will walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend or descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of experience performing varied general office or clerical functions involving student and District record management.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; course work in keyboarding, record management and general office practices is desirable.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

12/2016