



JOB TITLE	DEPARTMENT	REPORTS TO
District Records Clerk	Business Services	Records Administrator

Position No: 61093	Length of Work Year: 12 Months
Salary Schedule: C19	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 8/10/99

JOB GOAL
To perform a variety of support duties requiring a high degree of clerical skills, technical skills, public relations skills and thorough knowledge of the School District's Records Management program and procedures.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Knowledge of Business English, grammar, spelling, mathematics, and record keeping. 3. General office skills, word processing and data entry proficiency tests. 4. T.A.B.E. test or successful completion of one (1) year of college work. 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To perform records preparation, processing, and storage duties related to the district's Records Center. 2. To assist in all areas of the microfilming program, purging/prepping records, filming, verification, quality control, etc. 3. To assist with the inventory of records at school/department sites including removal of records for storage. 4. To communicate effectively with school district personnel and the public. 5. To have a basic understanding of the Public Records Law and Florida Statutes regarding access to public records and "limit-access" to confidential records. 6. To ensure the confidentiality of the information contained in the records is not provided to unauthorized persons. 7. To process school district and public requests for records by providing access to original documents and/or furnish copies, (certified, official and/or regular copies), in a timely manner. 8. To have a basic understanding of the retention/storage/destruction guidelines as provided by the Florida Department of State, Bureau of Archives and Records Management, (BARM). 9. To assist with the destruction of records in accordance with district procedures. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other duties as assigned by Administrator.

PHYSICAL DEMAND CLASS:
Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required.