



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
District Records Specialist	Business Services	Chief Operations Officer

<b>Position No:</b> 61100	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C22	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

<b>JOB GOAL</b>
To maintain the District Records Center in such a manner as to assure speedy service to members of the community and compliance with all laws and regulations governing public records.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent.</li> <li>2. Minimum of five years records retention experience in an environment comparable to that of the School Board of St. Lucie County.</li> <li>3. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To establish efficient retention center scheduling of all records received in accordance with state laws, as well as school board policies.</li> <li>2. To maintain proper functioning and operation of the following machines: microfilm cameras, reader and reader-printer machines, and film processing.</li> <li>3. To supervise the operation of all equipment in the department.</li> <li>4. To establish inventory of supplies and equipment in the department.</li> <li>5. To maintain personal contact with schools concerning their records.</li> <li>6. To maintain file of all records forwarded to storage depositories.</li> <li>7. To provide special reports as requested.</li> <li>8. To assist with on-the-job training.</li> <li>9. To assign and supervise personnel in accordance with their job description.</li> <li>10. To assume responsibility for timely completion reproduction schedules.</li> <li>11. To supervise the staffing of the record center and recommend personnel changes and scheduling to the Director.</li> <li>12. To make recommendations to improve procedures.</li> <li>13. To follow federal and state laws as well as school board policies.</li> <li>14. To perform assigned tasks in a timely and efficient manner.</li> <li>15. To perform assigned tasks with a high standard of quality.</li> <li>16. To perform other duties as assigned by the Director.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.