



JOB TITLE	DEPARTMENT	REPORTS TO
Record Specialist – Federal Programs	Federal Programs	Coordinator of Title I Programs

Position No: 61099	Length of Work Year: 12 Months
Salary Schedule: C22	Date Approved: 8/10/99
FSLA: Non-exempt	Date Revised: 1/08/08; 1/31/22

JOB GOAL
To maintain accurate and up-to-date records related to the Federal Grants awarded to the District.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. A minimum of two (2) years of experience in clerical work or data entry or an equivalent combination of training and experience. 3. Knowledge of data entry. 4. T.A.B.E./PERT test or successful completion of one (1) year of college work. 5. General office skills. 6. Ability to perform functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To perform daily data entry as appropriate. 2. To interpret and follow written procedures for terminal operation. 3. To encode and transmit data as required. 4. To receive data and review for accuracy and completeness. 5. To keep records, prepare summaries and complete reports. 6. To maintain an appropriate filing system. 7. To assist in accurately preparing and entering data for students in the Neglected & Delinquent, Migrant, English Language Learners and Voluntary Pre-Kindergarten programs. 8. To maintain migrant recruitment records and reports. 9. To work with school and program personnel to fill information requests. 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 the supervisor

PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.