

RECORDS TECHNICIAN

BASIC FUNCTION:

Under supervision, to perform clerical work of above average difficulty; to use independent judgment in interpreting and applying District and departmental policies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

The Records Technician classification is assigned to an administrator of the appropriate Division.

ESSENTIAL JOB FUNCTIONS:

1. Performs a variety of clerical work including such tasks as keyboarding, proofreading, filing, and compiling information for reports and summaries.
2. Maintains and processes student cumulative records in the central office depository.
3. Prepares and maintains student records for students enrolled in District Alternative Schools.
4. Processes student records to intra-district and inter-district schools.
5. Processes student transcripts for colleges.
6. Prepares student records for microfilming.
7. Prepares monthly enrollment reports.
8. Operates a variety of office equipment.
9. Answers telephone calls and waits on public at counter.
10. Composes simple or routine letters independently.
11. Performs a variety of clerical work requiring the application and interpretation of District and departmental policy.

JOB REQUIREMENTS AND QUALIFICATIONS:

1. High school diploma or equivalent education.
2. Three years of increasingly responsible clerical experience.
3. Knowledge of modern office methods, procedures, and equipment.
4. Knowledge of preparation of business correspondence and reports.
5. Knowledge of correct English usage, spelling, grammar, and arithmetic.
6. Ability to perform difficult and responsible clerical work requiring independent judgment, accuracy, and speed.
7. Ability to complete clear and comprehensive reports and keep difficult records.
8. Ability to understand and carry out oral and written directions.
9. Ability to establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

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

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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

LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED

TB Test Clearance; Criminal Justice Fingerprint Clearance; Bloodborne Pathogen Training; Possession of a valid, appropriate California Driver License; pass CNUUSD Typing Test (45 words/minute).