



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Records Management Technician II**
Job Family: **Records**
Prepared/Revised Date: **October 1, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **RC10H**
Job Code: **50502**

SUMMARY: Responsible for assisting in the daily operation of the District's Records Center, including maintaining, monitoring, scanning/indexing, storing/retrieving and safeguarding all documents/records sent for disposition of the District's student and employee electronic and warehouse records; maintaining strict confidentiality, and ensuring the District is in compliance with all District and government regulations regarding disclosure of records and document management. Enforce policies, procedures and laws affecting records.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage all student records, including maintaining and ensuring the integrity of, ensuring strict confidentiality and security of, legal disposition of, receiving, preparing, storing, coordinating requests and transfers of inactive and active student records from students/parents or guardians, internal schools/personnel, outside districts/agencies in a timely and accurate manner as required by Family Education Rights Privacy Act (FERPA), Individuals with Disability Education Act (IDEA) and Address Confidentiality Program (ACP), other federal and state statutes, state board regulations, District school board policies and department procedures/guidelines. Assist Records Manager in processing other confidential forms and letters for subpoenas, educational and employment agencies, armed forces and legal requests.	D	48%
2. Prepare records for scanning by indexing documents in the imaging system according to established imaging procedures; performing data entry of a variety of index fields associated with each document class type; maintaining records by document type; record series and/or equipment readings; and maintaining strict confidentiality and security of documents and materials in accordance with federal and state law and District policy. Perform standard quality assurance and quality control processes for image scanning and indexing. Enforce policies, procedures and laws affecting records.	D	30%
3. Create and maintain physical official filing systems and computerized records indexes and databases for the purpose of tracking all student records.	D	7%
4. Answer phones, greet and assist visitors, collect and process cash/credit card transactions. Assist in historical research for request fulfillment. Retrieve Records for District personnel and the public when appropriate; educate public, District personnel, and former students of District policies and procedures. Prepare weekly cash deposits and enter all deposits into District financial system. Distribute incoming and prepare outgoing mail, email and faxed documents; monitor department email and voicemail.	D	7%
5. Create guidelines and maintain operating procedures and processes and enforce policies, procedures and laws for scanning records retention, warehouse operations, cumulative and special education records and state reporting.	D	1%
6. Attend work and arrive in a timely manner.	D	1%



Description of Job Tasks	Frequency	% of Time
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7. Receive, log, facilitate inventory identification and safeguard all student and employee records sent and housed at the Records Center for storage. Follow records retention schedule and oversee destruction procedures in accordance with Colorado School District Records Management Manual, Federal and state laws and District regulations.	W	3%
8. Assist the Records Center Manager with educating and training staff regarding records retention schedules and processing of all student records.	M	1%
9. Perform other duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent with specialized training or vocational courses beyond high school
- Two years of experience in records management, including scanning, imaging and indexing, or a directly related field in the performance of similar duties and responsibilities
- Experience with special education records preferred
- Equivalent combination of education and experience acceptable
- Bilingual oral and written communication skills preferred
- Notary public preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills, including editing, proofreading, punctuation and spelling skills
- Interpersonal relations skills
- Strong attention to detail
- Ability to provide a high level of customer service
- Ability to lead a project team and communicate project status effectively
- Organizational and time management skills
- Mathematical skills including basic calculations and application of basic math concepts
- Modern office methods (MS Office 2016), procedures and equipment, excellent keyboarding skills
- Knowledge of statutes, regulations and policies governing the proper care, retention and processing of records
- Knowledge of laws regarding privacy acts and retention records
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to participate and work in a team environment
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Basic operating knowledge of and experience with personal computers, peripherals and media equipment
- Basic operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, scanner, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting the manager with educating staff regarding records retention schedules and processing of student records.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms				x
Climb or balance		x		
Stoop, kneel, crouch, or crawl			x	
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy				x
Coordinate			x	
Instruct			x	
Compute		x		
Synthesize		x		
Evaluate			x	
Interpersonal Skills				x
Compile				x
Negotiate		x		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	