

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

RECORD DATA SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Associate Degree from an accredited educational institution preferred.
- (3) Two (2) years of responsible data entry or clerical support experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Have thorough knowledge of Florida's Public Records Law (Chapter 119 F.S.) and other statutes regarding access to public records including those classified as confidential and/or exempt. Ability to keep complex records and to assemble and organize data for preparing reports. Ability to operate standard office machines/computers with a variety of software applications related to specific job functions. Ability to work effectively as a team member, maintain effective working relationships with other employees, and deal effectively and courteously with the general public. Ability to set priorities, work independently, demonstrate positive interpersonal communication skills, and carry out assignments to completion.

REPORTS TO:

Director of Custodial Services or his/her designee

JOB GOAL

To provide support for all District Centers and manage Records Management inventory, student documentation, and other office duties as assigned.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain thorough knowledge of the guidelines established by the State of Florida regarding the retention, storage, and destruction of District records
- * (2) Take appropriate steps to maintain the integrity of all records in custody of the Records Management Center
- * (3) Review and process all records for storage in the Records Management Center
- * (4) Manage all electronic files and storage Records Management records
- * (5) File and research all Records Management systems as needed
- * (6) Provide support to all District Centers on all Record Management files
- * (7) Assist all District Centers with scheduling record scanning and destruction of files
- * (8) Manage inventory of District documents, records, and reports sent to the State of Florida
- * (9) Assist with the documentation needed to track all Records Management records and files
- * (10) Prepare Record Management regulations according to the State of Florida for yearly training for all District Centers
- * (11) Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Record Data Specialist (continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Flagler Schools Strategic Framework – Resources & Support Systems