

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Document Management Technician
Prepared Date: 02/24/2016
Revised Date: 9/15/2023
Work Year: 213 days
Department: Human Resources
Reports To: Director of Human Resources
Salary Range: Miscellaneous Schedule – Non-Exempt
Benefits: Fringe Benefits based on Schedule B Benefits
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Document Management Technician is to organize and ensure the accuracy of the records control and management of the District. This position is responsible for archiving, indexing, maintaining and retrieving information related to District finance, personnel, and student records.

QUALIFICATIONS:

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. 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.

REQUIRED:

- High School Diploma or equivalent
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources

- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in public sector records management, database management, or optical scanning
- Degree from accredited college or university

SKILLS AND KNOWLEDGE:

- Knowledge of District policies and procedures
- Knowledge of federal and state laws that apply to student records and records retention
- Knowledge and experience with office equipment, personal computers, computer software, and hardware
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of District policies and activities
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to work well with others in a diverse educational community
- Ability to relate well with District staff and the public, be patient with a strong customer service orientation to understand their requests and needs, and to respond to such requests in a professional and timely manner
- Ability to communicate effectively with District staff and the public via telephone and in person
- Ability to be detail oriented
- Ability to maintain records and prepare standard reports

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Scan and index documents from a variety of departments, such as Human Resources, Payroll, Accounting, and Student Support Services into the EMC Xtender Applications
- Work with outside vendors to schedule software upgrades
- Test Software after major software upgrades and train users
- Create user accounts for the webXtender application based on approved and signed authorization from department supervisors
- Responsible for maintenance and documentation of existing system and for the purpose of ensuring the security and reliable operation of district databases.
- Verify accuracy of system index. Check existing files for accuracy

- Respond to difficult issues and staff interests or complaints, and exercise judgment in accordance with applicable Board regulations or policies
- Attend all meetings and trainings pertaining to Records Management

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Human Resources

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 DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.