

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT RECORDS TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties in the preparation, updating and maintenance of student cumulative files, enrollment, attendance, transcripts, reclassification, and various other records, reports, forms and files; maintain and revise student database program content as assigned; inspect, review and archive a variety of forms, records and transcripts; respond to inquiries regarding student records, policies and procedures; perform a variety of clerical work as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in the preparation, updating and maintenance of student cumulative files; prepare and maintain a variety of records, reports and files including enrollment, attendance, transcripts, discipline, immunizations, reclassification, test scores, and other records according to established District guidelines, policies and procedures; compile, assemble and process a variety of student information; print transcripts for authorized individuals or agencies; certify official transcripts.

Update student records including enrollment, attendance, addresses, phone numbers, guardians, ESL, health information, grade changes and other information; type and input data into an assigned computer system; prepare reports; initiate queries and generate computerized lists, and documents as requested; assure accuracy of input and output data.

Maintain and revise database program content as assigned; locate files for shipment or submission; inspect, review and archive a variety of records and transcripts, including cumulative files and transcripts; remove extraneous attachments and documents; print and arrange documents in appropriate order; scan records and transcripts and upload into an assigned database; file inactive records as required.

Request student cumulative records from other schools; provide copies of student records and forward records for dropped students; respond to inquiries regarding records and database issues, policies and procedures.

Receive telephone calls, greet visitors and provide information and assistance to students, parents, staff, administrators and others regarding student records, data and information as directed; send and received emails; take and relay messages as needed; process student cumulative files requests for mailing.

Provide technical assistance to parents, students, teachers and administrators regarding student withdrawals, transfers, drops, and related matters; maintain appropriate loss records and withdrawal requests.

Compose a variety of correspondence including letters and emails to various government, County, State and private agencies verifying student enrollment, attendance, graduation and performance; prepare, interpret and/or evaluate student records for subpoenas, local, County, State and various federal agencies.

Process and update official and unofficial student transcripts for colleges, universities and scholarships organizations; provide student records to colleges and government agencies as requested and in accordance with applicable laws, codes, rules and regulations; research cumulative record data to assure accuracy of State-mandated reporting; assist parents and students with online ordering of requested transcripts; provide attendance records for parents of minor children for immigration purposes.

Inspect and review a variety of forms, records and transcripts; audit graduation transcripts and immunizations; prepare student records for archival storage.

Perform a variety of clerical work including such tasks as typing, proofreading, filing, and compiling information for reports and summaries; type, format, scan and process documents related to assigned activities.

Assemble process and provide copies of student records for schools, parents, District personnel, legal counsel, law enforcement, public and private agencies, medical personnel and former students in accordance with applicable laws and codes and District policies and procedures; verify graduation to requesting agencies.

Purge and destroy records and transcripts in accordance with applicable laws and codes and District policies and procedures; maintain and submit destruction records.

Communicate with administrators, staff, students, parents, various District departments and outside agencies to coordinate activities, exchange information and resolve issues or concerns; interpret and explain policies and procedures related to assigned activities.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.

Attend and participate in meetings and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and clerical operations of an assigned District office.

Organizational operations, policies and objectives.

Telephone techniques and etiquette.

Maintenance of detailed records and a systematic alphabetic and numeric filing system.

Research methods and techniques.

Applicable laws, codes, regulations, policies and procedures related to pupil records.

District organization, operations, regulations, policies and objectives related to position.
Applicable student records rules and regulations.
Enrollment policies and procedures.
High school diploma requirements for students and adults.
Modern office practices, procedures and equipment.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of office equipment, a computer and assigned software.
Correct English usage, spelling, punctuation and grammar.

ABILITY TO:

Provide technical and clerical support to an assigned office.
Oversee and maintain student records database.
Perform clerical work requiring independent judgment, accuracy, and speed.
Inspect, review and archive a variety of records and transcripts.
Respond to inquiries regarding records and database issues, policies and procedures.
Destroy records and transcripts in accordance with applicable laws and codes and District policies and procedures.
Interpret, apply and explain provisions of federal, State and District regulations related to records, transcripts and reporting activities.
Plan and organize work.
Communicate effectively both orally and in writing.
Type and input data at an acceptable rate of speed.
Maintain cooperative and effective working relationships with others.
Operate a variety of office equipment, a computer and assigned software.
Work independently with little direction.
Meet schedules and timelines.
Understand and carry out oral and written directions.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent

Experience: Three years of increasingly responsible clerical experience maintaining detailed records and communicating with the public.

Any combination of training and experience that would likely provide the required knowledge and abilities may be considered.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending the waist, kneeling or crouching to file materials.