

Job Title: **District Records Technician**
 Job Family: **Information Technology Support**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1318**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G14**

SUMMARY: Archive, index, prepare, audit, maintain, and retrieve records from all district departments and schools. Provide staff training and assistance to promote compliance with federal, state and district record policies. Deliver excellent customer service to the public and staff by addressing inquiries, providing accurate instructions and resolving issues.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Following department procedures fill former student record requests received via the online order system, email, in person, phone, fax, mail, or the intra-district pony. Locate requested student records in the electronic records management system. Issue an electronic copy sent using the secure online order system, and/or provide an official paper copy, which includes a signature, date, imprinted with a seal and sealed in an envelope with the district logo and address. Collect applicable fees from walk-in customers or Colorado Open Records Act, (CORA) requests, submit a remittance and make monthly deposits of cash or checks collected. Answer phone calls and emails regarding records, fielding questions and providing instructions to use the online order system. Forward CORA requests to the leadership of the record owning department.	D	30%
2. Process and store paper records in the warehouse, and scan and process records into the district electronic records management system for all departments. Assign retention in accordance with the district records retention schedule to ensure compliance with federal, state and district requirements.	D	25%
3. Receive and review student academic files from all Adams 12 Schools for permanent archival. Check files for compliance according to state and district policies, and recreate any missing or incorrect documents such as transcripts, report cards, immunizations or enrollment history from the Student Information System. Scan the complete student records into the electronic records management system. Audit scanned records for image quality, misfiled or merged records.	D	20%
4. Provide training for school based staff in maintaining and organizing permanent student academic records.	M	10%
5. Understand the district's Record Retention Schedule. Provide guidance to help district staff manage all record types according to the records procedures, policies and records retention schedule.	M	5%
6. Attend monthly Association of Records Managers and Administrators, (ARMA) training sessions, and seek additional records training opportunities to include records management principles and best practices.	M	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- AA degree in Business preferred.
- Minimum of 5 years' experience working with database and spreadsheet applications.
- Experience in records management and retention preferred.
- Laserfiche experience preferred. Basic Laserfiche training must be completed within three months of the hiring date.
- Knowledge of document control best practices preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must successfully complete a pre-hire, post-offer physical abilities examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to manage multiple priorities efficiently.
- Ability to type 50+ words per minute and proficient with 10-key.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge and completion of training if applicable of district information technology systems and any other department specific software and equipment required within two months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Senior Manager, IT Services	3103

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for collecting transcript, verification fees.
- Responsible for notifying IT when equipment or applications not functioning as required. Can escalate to management or vendor if applicable,

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 and fingers to handle and/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 35 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)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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