

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ELECTRONIC DATA MANAGEMENT SYSTEMS (EDMS)/RECORDS CLERK (Range 18)

BASIC FUNCTION:

Under the direction of the assigned supervisor, sort, scan, process and file District archive documents. Maintain mandatory and interim records of District students per current medium; transfer cumulative files of students, respond to subpoenas and requests for transcripts and public records; perform various clerical duties.

REPRESENTATIVE DUTIES:

Maintain mandatory and interim records of the District. *E*

Process records requests according to established procedures in a timely manner. *E*

Receive transcript requests and process transcripts according to established procedures; receive monies and provide transcripts in person, mail or electronic means. *E*

Transfer cumulative files of students. *E*

Work with site personnel to establish archive needs of each department. *E*

Prepare, organize and scan documents according to established procedures. *E*

Operate a variety of related equipment including but not limited to scanners, copiers and high-volume shredder.

Perform a variety of office clerical work as assigned.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws and regulations regarding release of student information, files and transcripts.

Learn records retention rules and regulations.

Modern office practices and procedures.

Prepare and process documents as assigned.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of duties related to digitally preserving District records.

Manage time and work effectively.

Meet schedules and time lines.

Maintain records and prepare reports.

Maintain privacy in the disclosure of records according to legal requirements.

E = Essential duty

Reviewed and revised by Reclassification Committee 4/14/11.

Operate a variety of standard office equipment.
Perform clerical work with speed and accuracy.
Make mathematical calculations with speed and accuracy.
Understand and follow oral and written instructions.
Work independently.
Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent and one year of experience in clerical work and automated office equipment including computers.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; exposure to heat and cold in Warehouse setting.
Constant interruptions.
Drive a vehicle to conduct District business.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate equipment.
Seeing to read various materials.
Lifting heavy objects.
Hearing and speaking to exchange information in person or on the telephone.
Bending at the waist, kneeling or crouching to scan materials.
Sitting or standing for extended periods of time.