

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT RECORDS CLERK (Range 16)

BASIC FUNCTION:

Under direction of the Director-Pupil Services, maintain mandatory and interim records of District students on microfilm; transfer cumulative files of elementary and middle school students; prepare subpoenas; process transcripts; perform various clerical duties.

REPRESENTATIVE DUTIES:

Maintain mandatory and interim records of District students on microfilm; operate and perform general maintenance on a microfilm camera and reader printer. *E*

Process out-of-District and in-District records requests according to established procedures; respond to requests in a timely manner; prepare records of requests as directed. *E*

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

Transfer cumulative files of elementary and middle school students. *E*

Prepare and process subpoenas; notify parents or adult students of subpoena; complete declaration forms; submit to the Director for approval or signatures; copy materials and mail subpoenas by certified mail. *E*

Perform clerical activities as requested. *E*

Maintain catalogue of documents and file microfilm and backup film for retrieval. *E*

Communicate with various school and District staff to exchange information regarding student transcripts; microfilm records, procedures or other related activities. *E*

Prepare and organize files; update and purge files as needed.

Operate standard office equipment.

Train and provide work direction to assigned staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Operation of a microfilm camera and reader printer.
Laws and regulations regarding release of student information, files and transcripts.
Modern office practices and procedures.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, spelling, grammar, and punctuation.

ABILITY TO:

Maintain mandatory and interim records of District students on microfilm.
Process transcripts as assigned.
Prepare and process subpoenas.
Maintain privacy in the disclosure of records according to legal requirements.
Maintain records and prepare reports.
Perform a variety of general clerical work.
Operate standard office equipment.
Make arithmetical calculations with speed and accuracy.
Understand and follow oral and written instructions.
Establish and maintain effective and cooperative relationships with others.
Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience in clerical work.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to read records and requests.
Dexterity of hands and fingers to operate microfilm and standard office equipment.
Sitting or standing for extended periods of time.
Lifting and carrying light objects.
Reaching overhead, above the shoulders and horizontally.
Kneeling or crouching or bending at the waist to file materials.