PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6486 FLSA: Non-Exempt
Pay Grade: D07

RECORDS RETENTION CLERK

REPORTS TO:
Administrator, Student Information Systems
Manager, User Support

SUPERVISES:
Not applicable

QUALIFICATIONS:
Graduation from high school or possession of a GED, and two (2) years office experience. Possession of a valid State of Florida Class E noncommercial driver's license.

MAJOR FUNCTION

Performs clerical, technical and physical duties pertaining to the digital scanning, retention and destruction of documents as specified by records retention schedules. Work is performed independently according to standardized procedures and reviewed through observation and results obtained.

ESSENTIAL RESPONSIBILITIES

- Proofs original and duplicate copy for accuracy and readability.
- Responds to requests for transcripts and verification of student information.
- Locates records using master microfilm index; retrieves and prints.
- Notifies parents or adult former students of subpoenas received; contacts attorney's office for additional information or to supply requested records.
- Responds to requests for boxes, labels, and other supplies required for records storage.
- Receives, catalogs, retrieves and shelves boxes weighing between 25 and 50 pounds in records storage center; uses pallet jack, and ladders as necessary.
- Drives van to deliver or pickup documents or boxes to/from records storage center requesting schools and departments.
- Assists with inventory of boxes in records storage center.
- Assists with preparations for semi-annual records destruction.
- Visits schools and departments to assist with records storage procedures.
- Performs other related duties as assigned.

TERMS OF EMPLOYEMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 6/84 PBL; BOARD APPROVED: 7/12/84; REVISED: 2/93 BMP (D & R ONLY); REVISED: 4/95 SV; BOARD APPROVED: 6/13/95; REVISED WC: 6/04 LM. 2/28/18 REVISED FORMAT, MF, MQ, ER, ADA,LM; BOARD APPROVED: 4/24/18; REVISED: RT 050426 JS;

RECORDS RETENTION CLERK

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				