

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Records Management Technician	
<i>Supervisor:</i> Executive Director of Technology	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 8

Job Summary

Responsible for performing complex, specialized clerical work for a centralized records management system involving classifying, indexing, filing, storing, scanning, microfilming, digitizing, retrieving, and destroying of records with a strong emphasis on student records. Provides assistance and back up to the records management specialist.

Essential Job Functions

Maintains information from a complex centralized digital archival management system.

Assists with the maintenance and administration of the district's electronic records management system, and with the preservation of public records that have permanent historical value.

Provides sustained user support to include supplemental record scanning, retrieval queries, and refresher training.

Maintains current knowledge of laws and innovations related to records and archives management.

Receives and fulfills requests for information (both paper and electronically) from employees and the public in person, via email, and over the telephone, often requiring extended research.

Prepares, maintains, modifies and purges paper and electronic entries in conforming to the district's records retention policy.

Works with electronic storage media, such as hard drives, CD-ROM, and microfilm.

Assists with the completion of shredding operations for all district records.

Works with computers, fax machines, printers, photocopiers, scanners, microfilm cameras, and microfilm readers.

As required, in the absence of records management specialist:

Assists with the implementation and management of school district and state records retention policies and procedures.

Trains individuals on the principles of the records management information life cycle and once records are retained, how to retrieve records electronically.

Assists users to analyze, appraise, organize, index, and inventory records and materials in accordance with established standards and procedures.

Non-Essential Job Functions

May serve as back up for administrative secretary.

Performs other job-related duties as assigned.

Equipment Used

Computers, scanners, microfilm, cameras, readers, and shredders.

Independent Decisions

Independent decision making not expected related to records management.

Primary Working Contacts

Makes daily contact with records management specialist, administrative center staff, other school district personnel, parents, and the public.

Responsibility for Cash, Equipment, Safety

Responsible for maintaining, restocking and inventorying all office equipment consumables.

Supervision Received and Exercised

None given; supervised by the executive director of technology; receives direction and oversight from the records management specialist.

Unusual Working Conditions

Required to spend a significant amount of time utilizing a computer. Some travel to schools is required. Requires short periods of moderate crouching, lifting, pushing or pulling (26-50 lbs.).

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Two (2) years of experience working with a centralized records management system.
3. Experience working with confidential information.
4. Knowledge and use of office equipment and basic computer operation.

5. Strong Microsoft Word and Excel skills.
6. Excellent attention to detail and strong analytical skills.
7. Must be able to communicate orally with customers, the public, and other employees in a face-to-face, one-on-one setting, and using a telephone.
8. Superior customer service skills.
9. Ability to enter and retrieve data with speed and accuracy from a centralized records management system.
10. Must be able to perform duties rapidly and accurately.
11. Must be able to remain in a sitting position for extended periods of time.
12. Must be able to work cooperatively with other employees and the public.

The following are preferred:

1. Two (2) years post-secondary education.
2. Centralized records management systems experience working *specifically with student, accounting and /or personnel records.*

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.