POSITION DESCRIPTION

TITLE: Records Center Support Clerk
LOCATION: Administrative Service Center
REPORTS TO: Director, IT Application Services & Records Retention Lead
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
Under the supervision of the Director, IT Application Services and the general supervision of the Records Retention Lead, the Records Center Support Clerk is responsible for telephone support; word processing support; mail sorting and distribution; general filing; retrieving, sending and purging of records. The Records Center Support Clerk is responsible for performing clerical work to ensure the secure data storage and accessibility of records through the application of a computerized records management and imaging system.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public via email, telephone and in writing.
2. Retrieve records requested by departments and/or schools.
3. Photocopy and FAX information as requested.
4. Operate a computer, scanner and perform data entry.
5. Label, sort, and file materials/records on various types of media.
6. Input, retrieve and maintain information in various systems.
7. Establish and maintain an accurate records management and imaging system.
8. Sort, prepare, scan, index and file records into a computerized records management and imaging system in accordance with established policies, procedures and standards.
9. Prepare records for disposal according to established Record Center procedures.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Perform special projects as requested.

PHYSICAL DEMANDS REQUIRED:
Hearing (66-100%) Speaking (66-100%) Vision (66-100%)
Sitting (66-100%) Standing (33-66%) Bending (33-66%)
Writing (33-66%) Pulling (Up to 33%) Acceptable Attendance
Walking (Up to 33%) Kneeling (Up to 33%) Climbing (Up to 33%)
Pushing (33-66%) Use of arms/hands for repetitive motion (66-100%) Carrying/Lifting up to 50 lbs. (33-66%)
Work at heights up to 9 ft. (Up to 33%) Customer Contact (66-100%)

MENTAL DEMANDS REQUIRED:
Reading (66-100%) Multiple Concurrent Tasks (66-100%) Verbal Communication (66-100%)
Detailed Work (66-100%) Reasoning (66-100%) Confidentiality (66-100%)
Math (Up to 33%) Constant Interruptions (33-66%) Problem Solving (33-66%)
Written Communication (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
Computer, scanner, computer software, telephone, copy machine, FAX machine, microfilm reader/printer, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Typing/keyboarding of 50 wpm.
2. One year of related experience working in an electronic records management and/or imaging environment preferred.
3. Knowledge of or willingness to learn Skyward Student/ERP system; experience preferred.
4. Demonstrated ability to operate the tools and equipment as listed in the tools and equipment area above.
5. Demonstrated ability to perform tasks accurately and in accordance with Washington State guidelines.
6. Demonstrated ability to operate the computer and scanner and perform data entry using Windows environment and related software applications.
7. Knowledge of Word/Excel and records management and imaging system applications preferred.
8. Demonstrated ability to handle multiple priorities at one time.
9. Demonstrated ability to follow through with tasks.
10. Demonstrated ability to maintain confidentiality of sensitive information.
11. Must possess the ability to work at heights.
12. Must possess the ability to spend a significant amount of time sitting, utilizing a computer, scanner and performing data entry.
13. Demonstrated ability to communicate effectively.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days per Year (Includes Holidays)
8 Hrs. per Day

PSE: ___________________________ Date: ______________
District: ___________________________ Date: ______________

Revised Date: 08/22/2018
Classification: Clerical
Class: Class I
Display on Web? Yes

Records Center Support Clerk