

STUDENT RECORDS SPECIALIST

DEFINITION

Under general supervision, performs a variety of clerical functions concerning the maintenance of former student's records; prepares student records for scanning/microfilming, and stores, duplicate and provides trainings and technical support to school sites and department

- performs audits for quality control of the district's digital records storage system
- compiles information and prepares reports and summaries
- answers the telephone and provides caller with routine information and data
- responds to written requests from appropriate agencies and persons regarding the public school records of former students
- receives microfilm records and reviews and compares them with the originals to ensure accuracy and completeness
- prepares routine correspondence in response to informational requests
- organizes, develops, and maintains a data storage and retrieval system
- maintains a variety of alphabetical, numerical, and subject matter files and records
- performs data entry functions using a computer terminal and micro-computer
- processes student transcripts for distribution
- analyzes, proofs, and records date of the preparation of student and District records
- receives and complies with record subpoenas
- spelling, grammar, punctuation, and mathematical concepts; standard office machines and equipment, record storage, retrieval, and management systems.

Ability to: Skillfully operate a micro-computer and computer terminals using related application software; perform general clerical work with speed and accuracy; make simple mathematical calculations accurately; communicate effectively in oral and written form; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; establish and maintain cooperative working relationships with others.

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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position