# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE: Staff Assistant, Records Management</th>
<th>JOB CODE: 474B</th>
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<tbody>
<tr>
<td>DIVISION: Operational Support</td>
<td>SALARY SCHEDULE: Clerical/Technician Annual</td>
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<td>DEPARTMENT: Business Services</td>
<td>WORK DAYS: 238</td>
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<td>REPORTS TO: Assistant Director, Warehouse/Records Management</td>
<td>PAY GRADE: Rank VII (NCT7)</td>
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<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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<td>PRIMARY FUNCTION: Provides District-wide records management services and support.</td>
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## REQUIREMENTS:

1. Educational Level: High School graduate or GED required
2. Certification/License Required: None
3. Experience: three or more years office experience, background in records management preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; MS Office suite, Internet, general database knowledge

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

## ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Maintains and monitors records management data and inventories, accurately and efficiently utilizing various systems; compiles reports as needed.
3. Maintains a professional working relationship with departmental and school administration, staff, external customers, and vendors.
4. Coordinates the movement, storage, retrieval and security of records from all District and third party locations.
5. Communicates with local schools/departments regarding procedures for proper disposition of records and procedures for gaining access to information stored in the records center.
6. Coordinates the destruction of inactive District records according to approved retention schedules and in accordance with the Georgia Records Act.
7. Ensures the quality of microfilm and electronic images.
8. Ensures the proper accounting of monies received in payment for transcripts.
9. Prepares purchase orders for supplies, equipment or services needed for efficient operations.
10. Performs clerical functions on a daily basis that support efficient Records Management operations including, but not limited to, filing, data entry, report generation and distribution of reports.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ____________________

Signature of Supervisor ___________________________ Date ____________________