



EMPLOYEE NAME: _____

Revised: 10/12; 6/18; 2/19;12/20

JOB DESCRIPTION

POSITION TITLE: Records File Clerk	JOB CODE: 474D
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Human Resource Systems	WORKDAYS: 238
REPORTS TO: Director, Human Resource Systems	PAY GRADE: Clerk V (NC05)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs functions relating to maintenance of the school district's records and personnel files while retaining security and confidentiality related to the personnel documents.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED
2.	Certification/License Required: None
3.	Experience: Zero to two years general clerical experience.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, frequent standing, bending, kneeling and reaching; must be able to lift at least 20 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication, filing, organization and computer technology (MS Office)

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.	Demonstrates a basic ability to use technology to perform job duties.
3.	Demonstrates accuracy and great organizational skills when processing records.
4.	Prepares and scans all personnel records into document management system.
5.	Provides administrative support as needed to the Director of HR Systems.
6.	Maintains confidentiality of records.
7.	Maintains, prepares, and coordinates shipping of termination or expired paper files.
8.	Requisitions personnel files from storage facilities as needed.
9.	Is familiar with state's retention requirements and manages retention for all records under HR's management.
10.	Maintains other employee records and manages their retention, as needed.
11.	Maintains confidentiality when responding to records requests.
12.	Operates office equipment and software necessary for processing records, including the coordination of system user access.
13.	Communicates with CCSD personnel, outside agencies and other school systems regarding employee records.
14.	Assists with verification of Cobb County School District work experience and salary when needed.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____