



EMPLOYEE NAME: _____

Revised: 11/06; 7/08, 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Clerk IV, Records Management	JOB CODE: 474E
DIVISION: Operational Support	SALARY SCHEDULE: Clerical/Technician Annual
DEPARTMENT: Business Services	WORK DAYS: 238
REPORTS TO: Assistant Director, Warehouse/Records Management	PAY GRADE: Rank IV (NC04)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides clerical and customer service support to the Records Management operation.	

REQUIREMENTS:

1.	Educational Level: High School diploma or GED
2.	Certification/License Required: None
3.	Experience: One year experience in records processing 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 and 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.	Utilizes CCSD and third party computer systems to manage and monitor the storage and movement of District records.
3.	Processes requests for records from both public and internal customers for record retrieval, verification and distribution.
4.	Responds to telephone, email, and faxed requests for records assistance from schools, departments and the public.
5.	Interacts with public at walk-up counter during published hours of operation.
6.	Assists schools and departments with records management program.
7.	Assists with records storage, retrieval, and security.
8.	Assists with the coordination of the destruction of inactive records according to approved retention schedules.
9.	Interacts with third party vendors that provide records management services.
10.	Maintains records related filing and reports on a daily basis.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____