

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

MICROFILM AND RECORDS CLERK

DEFINITION

To perform complex clerical work involved in the identification, classification, retention, microfilming, storage, and destruction of district and student records.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from higher level administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Receives and prepares District and student records for microfilming. Operates microfilm camera and reviews film for imperfections and proper sequence. Stores and maintains microfilm in appropriate manner. Operates and cares for reader/printer and related equipment. Act as liaison with other school districts and agencies requesting student information. Process the transfer of student records upon request. Coordinates transfer, preservation, and storage of District and student records with administrative and supervisory personnel. Maintains inventory of supplies and equipment; evaluates and recommends purchase of new supplies. Performs general clerical work related to the Microfilm and Records Office including composing correspondence, preparing requisitions, and maintaining records. Respond to requests for student transcripts, information, and verification of data. Revises records handbook and updates records retention schedule. Purges, organizes, and indexes information in preparation for storage and transfer. Updates color coded files. Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of recordkeeping practices including microfilming and permanent storage of official documents and records. Knowledge of English usage, spelling, grammar, and punctuation. Ability to maintain general clerical records and compile information. Ability to learn, interpret, and communicate rules, regulations, and policies related to record retention. Ability to operate microfilming equipment. Ability to establish and maintain a complex filing system. Ability to perform clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to type at a speed necessary for adequate performance of assigned duties. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of general clerical work involving the microfilming and storage of records.

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____