SEMINOLE COUNTY PUBLIC SCHOOLS
Job Description

SPECIALIST I, Records and Security

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years of experience with application software support.
- Proficiency in use of computer applications and technical equipment as related to specific job functions.

REPORTS TO   Supervisor Of Information Services Support   **SUPERVISES**   No supervisory duties

POSITION GOAL

To provide support for the district records, forms, and security management systems.

PERFORMANCE RESPONSIBILITIES

1. * Ensure that the district's records management procedures meet all legal requirements.
2. * Provide on a regular basis, inservice training to school district about the adopted records retention and destruction schedule.
3. * Keep current on changing procedures and technological developments related to professional record keeping and forms design.
4. * Coordinate the storage and inventory of records housed at the district and procedures for destruction when appropriate.
5. * Provide district personnel with an inventory of records accumulations, and coordinate procedures for review of active files to assess the need for revision or deletion.
6. * Assist high schools in the purging and disposition of records for microfilming and storage, according to an established time frame.
7. * Maintain inventory of forms, with comprehensive data available on records' activities in the individual cost centers and at the district office.
8. * Assist Specialist I, Applications Security with the administration and maintenance of school district personnel computer security access rights.
9. * Maintain current records management documents, and distribute records manuals to all cost centers.
10. * Establish and/or maintain written procedures related to records transfer, release, and other records management.
11. * Maintain safeguards to protect records from damage or loss.
12. * Identify records to be microfilmed.
13. * Assist cost centers with maintaining records to be audited for state and federal programs.
14. * Assist with the design of new and revised forms.
15. * Assist in establishing and maintaining necessary records in the software applications security area.
16. * Assist in maintenance of district archive of records as deemed necessary by administration.
17. Perform other duties as assigned by the Supervisor of Information Services Support.

Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES				ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	**TBA**	Function	**7750**	2 **Medium Work**	**May 25, 1999**
C-C **$31,925 - $56,694**	Personnel Category	**14**	Survey Code	**77521**	3 **A – I / K – Q / S – V**	
M-**12** D-**258** H-**1935**	EEO-5 Line	**44**	Job Code	**1944**	4 **Indoors & Outdoors**	