

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST, Records and Forms

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years experience in Business, Information Systems, or a related field.
- Knowledge 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 to the District records and forms management function.

PERFORMANCE RESPONSIBILITIES

1. * Ensure that the District's records management procedures meet all legal requirements.
2. * Provide, on a regular basis, inservice training for all cost centers and departments about the adapted records retention and destruction schedule.
3. * Provide information to district personnel regarding the records program, including an inventory of records accumulations.
4. * Maintain safeguards to protect records from damage or loss.
5. * Assist with the disposition of records.
6. * Identify records to be microfilmed.
7. * Maintain written procedures related to records transfer, release, and other records handling.
8. * Assist cost centers with maintaining auditable records for state and federal programs.
9. * Assist with the design of new and revised forms.
10. * Remain current on changing procedures and technology related to professional record keeping and forms design.
11. Perform other duties as assigned by the Supervisor of Information Services Support.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AS-C \$31,925 - \$56,694
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **14**
EEO-5 Line **44**

Function **7750**
Survey Code **77227**
Job Code **1690**

ADA CODES

2 **Medium**
3 **A - P / S - V**
4 **B / F / I**

BOARD APPROVED

May 25, 1993