



## PERSONNEL COMMISSION

**Class Code: 0675**  
**Salary Range: 15 (C1)**

### RECORDS OFFICE ASSISTANT

#### JOB SUMMARY

Under close supervision, perform a variety of activities related to the management of student records; operate a microfilm camera, reader/printer or scanner to store student records; request, receive and process student transcripts from other schools.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform a variety of activities related to the management of student records; maintain statistical data on related transactions; maintain systematic filing system; maintain confidentiality of student information. *E*
- Prepare student records for photocopying or microfilming in accordance with established procedures; copy student records utilizing a microfilm camera, reader/printer, scanner and related equipment; maintain equipment and arrange for repairs as necessary. *E*
- Answer phones and greet and assist visitors; provide information to students, staff and the public regarding records retention and storage requirements; retrieve records from the warehouse; verify information on past and present students as requested. *E*
- Purge records and prepare records for destruction in accordance with established procedures; operate a shredder to shred records and documents. *E*
- Operate a variety of office equipment including a copier, calculator, typewriter and computer. *E*
- Request, receive and process student transcripts from other schools in person or on the telephone; provide transcripts to other schools according to established procedures; issue receipts and send monies to proper departments. *E*
- Perform a variety of clerical duties; receive, open and sort mail; file various records and forms; prepare and mail correspondence regarding attendance in District schools and graduation from high school; type and proofread letters, memoranda and forms. *E*
- Provide personal data for court subpoenas. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

#### DISTINGUISHING CHARACTERISTICS

The Records Office Assistant performs general clerical support duties associated with the

District records management program including preparing records for photocopying or microfilming in accordance with established procedures and operating related equipment. Incumbents provide information to students, staff and the public regarding records retention and storage requirements.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Modern office practices and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, spelling, grammar, and punctuation.  
Telephone techniques and etiquette.  
Filing and record-keeping techniques.  
Operation of a computer terminal.

**Ability to:**

Prepare records for photocopying or microfilming in accordance with established procedures.  
Perform a variety of activities related to the management of student records.  
Answer phones and greet visitors courteously.  
Learn to operate a microfilm camera, scanner and reader/printer.  
Learn laws and regulations regarding release of student information, files and transcripts.  
Understand and follow oral and written instructions.  
Maintain and assure the security and confidentiality of student files and records.  
Operate a variety of office equipment including a computer.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Graduation from high school.

**Experience:**

One year of clerical experience involving public contact. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and microfilm equipment.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing or pulling moderately heavy objects.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to retrieve files and records.  
Reaching overhead, above the shoulders or horizontally to retrieve files and records.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.