



JOB DESCRIPTION:

JOB TITLE: District Records Clerk (Communications & Community Engagement)

Position Type: Classified	Department: Communication Community Engagement (CCE)
Salary Schedule: Classified	Reports to: Director of Communications
Salary Range: 20	Location: District Office
Term of Employment: 12 Month	Date: July 1, 2023
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

The job of District Records Clerk is for the purpose(s) of performing complex clerical work in providing, identifying, retaining and storing of public records; ensuring compliance with state and Deer Valley Unified School District (DVUSD) regulations and documenting requirements.

This job reports to Director of Communications and Community Engagement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Receive, review, and provide all DVUSD public records requests in a timely manner.
- Collect, sort, prepare and scan documents for dissemination (electronic or physical); label and enter documents in computer system for retrieval; prepare files and documents for storage and destruction.
- Convert documents to various formats and assist in transferring data between systems.
- Facilitate the records request process including working with other departments or school staff.
- Track incoming public records requests using district management system.
- Ensure documents are archived and properly located per district policy.
- Provide efficient customer service by communicating clearly and objectively both verbally and in writing.
- Maintain confidentiality in all tasks and assignments.
- Demonstrate high levels of diplomacy, discretion, and integrity, particularly when dealing with sensitive or confidential matters.
- Interact and apply school district policies, laws, rules, and regulations.
- Manage multiple projects with a demonstrated ability to complete tasks within established timeframes.
- Work well in a team environment, establish and maintain effective working relationships with faculty, staff and all pertinent stakeholders
- Interacting and collaborating effectively with senior management and staff at all levels and with diverse internal and external constituencies.
- Demonstrated knowledge of retention and destruction requirements administered by district policy, local, state and federal mandates.

- Working knowledge of Microsoft Office and Adobe programs as demonstrated by the ability to work with spreadsheets, databases and word processing documents.
- Working knowledge of basic office procedures and the operation of common office equipment and machines.
- Work flexible hours, and adjust to flexible assignments.
- Experience with student information systems (PowerSchool preferred).
- Experience working in a public school setting is desirable.
- Provide regular updates of number of requests and status to supervisor.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Must maintain confidentiality in regards to ADA, FERPA and Section 504.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or more up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.