

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 364  
RANGE: 127  
NON-EXEMPT

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### RECORDS TECHNICIAN

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of record-keeping duties in support of assigned department or programs; prepare and maintain reports and files in accordance with established rules and regulations.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Assist with a variety of program and department functions as required; research department information requests and provide appropriate responses in a timely manner.
- Communicate with students, parents, administrators, faculty and various outside agencies to exchange information and resolve issues or concerns related to student attendance.
- Compose correspondence independently or from oral instructions as assigned; type letters, reports, memoranda, records, labels and other materials; proofread and verify accuracy of documents.
- Distribute, collect and process a variety of forms required for accurate record-keeping; ensure timely distribution and receipt of required forms; review forms for completeness; duplicate materials as needed; ensure accuracy of input and output data.
- Perform a variety of record-keeping duties in support of assigned department or programs; provide clerical support for a variety of student-related functions as assigned; ensure smooth and efficient office operations; order supplies for department needs; process and evaluate a variety of forms and applications.
- Prepare and maintain financial and statistical records, reports and files in accordance with established rules and regulations; ensure accurate accountability for financial, statistical and student data; review records and reports for compliance with applicable laws, codes, rules and regulations; establish and maintain filing systems.
- Serve as a liaison between teachers, students, parents, staff and outside agencies regarding record-keeping activities and related policies, procedures, rules and regulations; respond to inquiries and provide information regarding department and program functions; initiate and receive phone calls; record and relay messages.
- Utilize a computer and assigned equipment to record documents and related data; maintain and update automated records; create queries and generate a variety of computerized lists, forms and reports.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.

- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic mathematics.
- Business letter and report writing techniques.
- Department and program policies and objectives.
- Financial and statistical record-keeping techniques.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Add, subtract, multiply and divide quickly and accurately.
- Answer telephones courteously.
- Compile and verify data and prepare reports.
- Distribute, collect, process and evaluate a variety of forms and applications.
- Maintain accurate financial and statistical records.
- Meet schedules and time lines.
- Perform a variety of record-keeping duties in support of assigned department or programs.
- Prepare and maintain financial and statistical records, reports and files in accordance with established rules and regulations.
- Understand and follow oral and written instructions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

### **EXPERIENCE:**

- Two years general clerical experience involving record-keeping.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

## **APPROVAL:**

Effective: July 1, 2003  
Revised: November 14, 2017