

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6486
Pay Grade: D07

FLSA: Non-Exempt

RECORDS RETENTION CLERK

MAJOR FUNCTION:

Performs clerical, technical and physical duties pertaining to the microfilming, retention and destruction of documents as specified by records retention schedules. Work is performed independently according to standardized procedures and reviewed through observation and results obtained.

DUTIES AND RESPONSIBILITIES:

- Operates microfilming and related equipment; maintains, cleans, and adjusts equipment as needed.
- Sorts, codes, and removes staples or paper clips from documents in preparation for filming.
- Drops film off to and picks up from processor.
- Proofs original and duplicate film for accuracy and readability, refilming if necessary; labels film.
- Enters and maintains microfilm index information.
- Responds to requests for transcripts and verification of student information.
- Locates filmed records using master microfilm index; retrieves and prints using reader-printer.
- Notifies parents or adult former students of subpoenas received; contacts attorney's office for additional information or to supply requested records.
- Responds to requests for boxes, labels, and other supplies required for records storage.
- Receives, catalogs, retrieves and shelves boxes weighing between 25 and 50 pounds in records storage center; uses forklift, pallet jack, and ladders as necessary.
- Maintains electrical charge and fluid levels for forklift.
- Drives van to deliver documents or boxes from records storage center to requesting schools and departments.
- Assists with inventory of boxes in records storage center.
- Assists with preparations for semi-annual records destruction.
- Visits schools and departments to assist with records storage procedures.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, and two (2) years office experience. Possession of a valid State of Florida Class E noncommercial driver's license.

ISSUED: 6/84 PBL; BOARD APPROVED: 7/12/84; REVISED: 2/93 BMP (D & R ONLY); REVISED: 4/95 SV; BOARD APPROVED: 6/13/95; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

RECORDS RETENTION CLERK

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Records Retention Clerk - PESPA