

Records Processor

Position Details

Class Code: 0286

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, receives, processes, transfers (digital media or microfilm), and disposes of records.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists in developing records management procedures to meet departmental requirements.
2. Develops document flow requirements.
3. Maintains and operates micrographics, electronic imaging, or digital media equipment, as required.
4. Manages electronic records database.
5. Assists staff in retrieving archived records.
6. Files/maintains hard-copy documents, digital media, and microfilm.
7. Validates records to ensure completeness and legibility.
8. Assists with the records type list and retention requirements.
9. Performs quality control inspections of photographic and electronic data according to established guidelines.
10. Assists in configuring the information system; evaluates system hardware/software.

11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Organizes, maintains, distributes, and retrieves records.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of document control and computer database management systems.
 2. Knowledge of computer automated retrieval (CAR) systems or equivalent.
 3. Ability to write clearly and concisely.
 4. Ability to read and interpret procedures, standards, and specifications.
 5. Ability to work independently.
 6. Ability to work flexible hours/shifts.
 7. Ability to work cooperatively with employees.
 8. Ability to recognize/report hazards and apply safe work methods.
 9. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. One (1) year of clerical experience.
3. One (1) year of experience in records management, including digital media and/or micrographics processing.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Technical and/or procedural writing experience.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities – schools and department offices.

Work Environment

Strength

Sedentary/medium – exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/10/23
- Created: 05/10/93