

Document Control Specialist

Position Details

Class Code: 4404

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, coordinates, plans, prepares, and maintains administrative records management programs/procedures to ensure compliance with applicable laws and regulations; provides technical support for document control systems.

Essential Duties and Responsibilities

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

1. Provides technical support to personnel responsible for collecting, distributing, processing, filing, and securely retaining department/division records.
2. Assists administration in developing records management systems compliant with state/federal regulations and legal requirements regarding records retention, storage media, and admissibility of information.
3. Plans, coordinates, and prepares records management studies/reports based on analyses; makes appropriate recommendations.
4. Develops necessary forms for processing, tracking, and storing department records.
5. Assists in developing/implementing departmental records management and administrative procedures.
6. Assists in supervising records retention and archive programs.

7. Assists in preparing feasibility studies for District and department records retention programs.
 8. Supervises, trains, and schedules assignments for assigned staff, as appropriate.
 9. Provides input for the evaluation of assigned staff, as appropriate.
 10. Reviews, evaluates, and recommends records management 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

Coordinates records management and archival activities to ensure compliance; provides technical training and support for records personnel.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of optical document imaging systems.
 2. Knowledge of records retention and archival storage requirements.
 3. Knowledge of records/database management systems.
 4. Knowledge of micrographic systems.
 5. Ability to prepare technical reports, procedures, and informational flow charts.
 6. Ability to work independently.
 7. Ability to plan, organize, and complete assigned tasks efficiently/effectively.
 8. Ability to communicate clearly and concisely, verbally and in writing.
 9. Ability to supervise and evaluate assigned staff.
 10. Ability to work flexible hours/shifts.
 11. Ability to judge when to act independently and when to refer situations to an administrator.
 12. Ability to work cooperatively with employees, vendors, and other public agencies.
 13. Ability to recognize/report hazards and apply safe work methods.
 14. 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. Bachelor's degree from an accredited college/university in business administration, library science, database management, or a related field, and two (2) years' experience in records, database, and configuration management; or, Associate degree from an accredited college/university in business administration, library science, database management, or a related field, and four (4) years' experience as described above; or, Six (6) years' experience as described above.

Licenses and Certifications

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

Preferred Qualifications

1. Administrative management background with an emphasis in records management and technical writing skills.
2. Proficient in working with Statistical Package for the Social Sciences (SPSS) statistical software.
3. Experience with budget maintenance and Systems, Applications, and Products in Data Processing (SAP) ordering.
4. Experience with payroll records management.
5. Ability to design answer documents using Designs Expert Software.
6. Ability to use WebFOCUS to pull student rosters for pre-slugging of Interim and School Improvement answer documents.
7. Ability to program Pearson scanners using ScanToolsPlus.
8. Ability to process raw data files using SPSS and Microsoft Excel to send to the Instructional Data Management System (IDMS) for uploading into system.

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. Transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District offices.

Work Environment

Strength

Light – exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force 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 setting with temperatures ranging from mild to moderate cold/heat. Exposure to moderate noise intensity levels.

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: 08/15/23
- Created: 03/14/02