

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7111
Pay Grade: D08

FLSA: Non-Exempt

RECORDS RETENTION ASSISTANT

MAJOR FUNCTION:

Performs clerical, technical and physical duties and assists with state and federal mandated activities pertaining to the retention and destruction of all official district records. Work is performed independently and reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Determines records maintained in schools, centers and departments.
- Contacts appropriate administration for information on audit completions.
- Prepares retention schedule for records not found in the general schedule.
- Prepares disposition requests for approval of the destruction of records on a yearly schedule.
- Distributes records disposal authorization to all schools, centers and departments.
- Notifies Bureau of Archives and Records Management (BARM) of the amount of records destroyed.
- Keeps updated with changes in BARM retention schedules.
- Visits schools and departments to assist with records storage procedures.
- 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.
- Maintains master indexing system for records storage requests.
- Assists with coordination of and preparations for semi-annual destruction of records.
- 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.
- Responds to subpoenas, requests for transcripts, and verification of student information.
- Assists with staff training.
- May assist with microfilming and related duties.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

ISSUED: 4/95 SV; BOARD APPROVED: 6/13/95; REVISED WC: 6/04 LM.

RECORDS RETENTION ASSISTANT

<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				