CLASS TITLE: RECORDS RETENTION ASSISTANT

BASIC FUNCTION:
Under the direction of the Assistant Director-Business Services, prepare a variety of paper documents and scan onto image discs into permanent records for various Ventura County Office of Education departments and programs including students, personnel, business operations. Copy discs and maintain storage and retrieve information both at the Administrative Services Building and a secondary site. Prepare a variety of research assignments and special projects as assigned; prepare and maintain logs, files and records; and verify the accuracy and completeness of various documents.

REPRESENTATIVE DUTIES:
Scan a variety of paper documents onto image discs; prepare documents for scanning, including sorting pages into proper order, either alphabetical, chronological or source; repair pages and remove staples. 

Operate equipment including a document scanner; external disc drive and printer; inspect equipment for proper working order; clean, adjust and perform minor maintenance on scanner and related equipment; contact service representatives for repair as necessary. 

Review scanned documents to assure accuracy, completion and conformance to original document, inspect images for clarity and quality.

Prepare paper documents for destruction after scanning in accordance with established procedures and guidelines; recycle or shred documents. 

Order supplies required for records retention. 

May assist users in search of documents and proper operation of specialized equipment; research and print scanned documents for various personnel. 

Prepare and maintain a variety of records and reports related to records storage activities; develop a method of storing and indexing materials. 

Enter data for scanned documents accurately and efficiently using established software programs and computer keyboard. 

Train other VCOE staff on retrieval of archived records/materials; 

Perform technical clerical duties related to assigned function such as compiling information from a variety of sources and prepare reports as required. 

Receive and screen phone calls and visitors; provide information and direct inquiries and visitors

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to the proper person or office; provide information concerning policies and procedures of assigned program or office. 

Perform a variety of research assignments as assigned; search files; contact individuals, departments, and agencies to gather required information, compile information and perform calculations as required. 

Assist other office personnel with various duties as assigned. 

Prepare letters, memos and forms, requesting, providing or verifying information; compose correspondence independently or from oral instructions; receive, screen and route mail. 

Operate a variety of office machines such as personal computer, typewriter, printer, fax machine, copier and specialized equipment common to assigned department; enter, revise, and update information; generate statistical records, reports, lists as needed; utilize various software applications. 

Attend meetings, workshops, and inservice training related to assigned duties, program, and department. 

Train and provide work direction and guidance to other clerical personnel and student workers as assigned. 

Maintain confidentiality of records and information. 

Perform related duties as assigned. 

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Basic policies and procedures of assigned program or department.
- Common office clerical terminology, skills, and practices.
- Basic financial and statistical record keeping.
- Modern methods, techniques and equipment used in records storage.
- Numerical, alphabetical and subject matter filing systems.
- Clerical operation related to assigned functions.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Basic research methods.
- Inventory methods and practices.

**ABILITY TO:**
- Scan a variety of permanent records for various departments.
- Develop and maintain a method of storage and indexing materials.
- Prepare paper documents for destruction.
Prepare and maintain a variety of records, logs and reports.
Analyze situations accurately and adopt an effective course of action.
Read, understand and explain policies and procedures.
Operate and maintain a variety of equipment and machines including scanner, computer, printer and typewriter.
Perform clerical duties such as filing, typing, duplication and maintaining routine records.
Type at 40 words net per minute from clear copy.
Understand and follow oral and written directions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Maintain routine records.
Plan and organize work.
Establish and maintain cooperative and effective working relationship with others.
Perform duties effectively with interruptions.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and two years of general clerical experience involving the use of computer equipment and related software.

LICENSES AND OTHER REQUIREMENTS:
Possess a valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions; subject to exposure to dust form stored records.

PHYSICAL ABILITIES:
Vision to inspect documents:
Hearing and speaking to communicate with others:
Sitting or standing for extended periods of time:
Dexterity of hands and fingers to operate office equipment:
Bending at the waist, reaching overhead, above the shoulders and horizontally:
Stooping, squatting, pushing and pulling; and
Lifting and carrying objects up to 60 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.