

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>DISTRICT RECORDS SPECIALIST</b>
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**Required Qualifications:**

- High school diploma or equivalent
- Three (3) years of experience with computers

**Desired Qualifications:**

- Experience in the operation of an IBM AS/400 or the current mainframe hardware in use by the district
- Experience with the Optiview/TERMS software package(s) or the current mainframe software package(s) in use by the district
- Ability to work effectively with coworkers and the public
- Good clerical and organizational skills

**Performance Responsibilities:**

- Advise school employees who are responsible for transferring official records for archiving as to types of records to be recorded and time limits for storage of records at school and support sites using the Department of Education record management manuals GS1-SL or GS7
- Coordinate the transfer and scanning of all incoming student records [after five (5) years from withdrawal or graduation] from their respective schools
- Prepare documents for permanent storage, purge files and create indexes
- Process record retrieval requests for staff and student records from multi-archive systems
- Coordinates, trains and advises all district staff on preparing disposal documents according to retention schedules and School Board Policies
- Respond to requests for archived material for local departments, other school districts, courts, colleges, prisons and other external organizations
- Provide technical support and training for the Florida student records transfer system (FASTER)
- Act as the liaison officer between Tallahassee and all district sites
- Coordinate the district-wide destruction of records
- Copy and distribute all FASTER reports to the schools on a daily basis
- Perform other duties as assigned by the Manager of Warehouse, Property Control, Printing & Records and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Manager of Warehouse, Property Control, Printing & Records and/or designee

**Evaluation:**

Annual evaluation done by the Manager of Warehouse, Property Control, Printing & Records and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Confidential Level E

**Job Code:**

77526

Board Approved: 04/15/97

Revised: 01/20/09, 03/03/09, 05/17/11, 09/06/11, 06/10/14, 07/6/15, 02/10/2016, 10/18/16