



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION RECORDS MANAGEMENT/LIVE SCAN TECHNICIAN

DEFINITION:

Under general supervision of an assigned manager, this position is responsible to sort, scan, process and maintain department/agency records per current medium, and provide live scan services to maintain Tehama County Department of Education efficiency.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Collect, sort, prepare, organize, and scan documents according to established procedure; label and enter documents into the adopted electronic records storage program.
- Prepare files and forward documents for recycling and/or shredding.
- Process records requests according to established procedures in a timely manner.
- Archive and maintains inventory of storage of non-electronic department/agency documents.
- Work with personnel to establish archive needs of each department.
- Ensure that department/agency personnel are current on records management principles and requirements and provides record management training as needed.
- Perform live scan fingerprinting for the purpose of electronically capturing fingerprint images and accompanying data for transmission to the Department of Justice.
- Perform a variety of office clerical work as assigned.
- Attend meetings as assigned for the purpose of conveying and/or gathering information on records management required to perform the functions of the position.
- Participate in job-related training for the purposes of staying current with record retention and fingerprinting laws and regulations.
- Serve as backup to receptionist when needed.
- Perform additional tasks as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described.

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in secretarial skills or relevant computer software applications programs.
- Two (2) years of varied, progressive clerical support experience preferably involving customer service and public contact.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Basic operation of computer platforms, scanners and printers; basic networking standards.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Record keeping and file maintenance principles, procedures, laws and regulations.
- Computer applications related to the work, including word processing, database and spreadsheets.
- English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques.
- Principles and practices of data collection and report preparation.



Tehama County Department of Education
Records Management/Live Scan Technician Job Description

Official: MD
Effective: 03/02/2021

ABILITY TO:

- Maintain confidentiality of sensitive and privileged information.
- Perform responsible support work with accuracy, efficiency, and minimal supervision.
- Establish and maintain cooperative and effective working relationships and effectively communicate with others in a manner reflecting positively on the Department. Sustain a large document scan/workload and complete assigned tasks in a timely manner.
- Perform physical requirements of the job, including minor lifting of document boxes.
- Analyze situations carefully and adopt effective courses of action, based upon experience, policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Carry out written and oral instructions.
- Use initiative within established procedures and rules.
- Prioritize a variety of confidential work tasks.
- Operate a variety of office equipment including a scanner, copier, computer, printer and assigned software.
- Keyboard accuracy at an acceptable rate.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: May 17, 2016 Revised: March 2, 2021

APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

Date: March 2, 2021