



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Human Resources Records Room Technician
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Coordinator of Human Resources Information Systems

Position Summary:

Under general supervision, the Human Resources Records Room Technician maintains the official employment records of St. Louis Public School District. This position is responsible for the record system including manual and electronic storage, retrieval, and retention. This position also supports other areas of Human Resources by contributing to a collaborative work environment and by providing excellent customer service to employees and the public.

Essential Functions:

- Maintains computerized and manual records management systems, including the on-going design, implementation, and management of an imaging system.
- Participates in the development, implementation, and enforcement of policies and procedures for the recording, indexing, filing, and retrieving of active documents and the storage of inactive documents.
- Assists in developing a work plan for the records management function.
- Reviews, evaluates, and makes recommendations on work products, methods, procedures, and policies.
- Coordinates, researches, and responds to requests for public records submitted within specific deadlines regulated by the state of Missouri including receipt of request.
- Researches records to prepare internal and external reports.
- Coordinates times for employees to review records and follows up on information to customer and staff inquiries.
- Coordinates training for and trains users on the operation of the electronic records management system. Participates in development of training materials, and assists in departmental and organization-wide training sessions on records management related topics.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, reports, statistical reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material using a computer or typewriter; inputs and retrieves data and text using a computer terminal.
- Evaluates existing record-keeping performance and recommends improvements to operational performance and security.
- Acts as point of contact for the day-to-day operations of the records management system.
- Create and manages the audit calendar for personnel records.
- Anticipates and schedules for completion of work needed at specific times of the year by creating a calendar of critical projects
- Perform other duties as assigned.



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Education & Experience:

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or four to five years related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Principles and practices of records management including records retention laws.
- Manual and electronic records management systems.
- Methods and techniques of document indexing and coding.
- Applicable Federal, State, and local laws, codes, and regulations.
- Various software packages including word processing, spreadsheet, database and database management.
- Principles and practices of data collection and report preparation.
- Alphabetical and numerical filing methods.
- Techniques for providing a high level of customer service to the public, vendors, contractors, and SLPS staff, in person and over the telephone.
- Develop and maintain complex record keeping systems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret, explain, and apply applicable Federal, State, and local laws, codes, regulations, policies, and procedures.
- Maintain security, confidentiality, and integrity of SLPS records and information.
- Perform work with accuracy, speed, and general supervision.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

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Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

<u>Employee</u>	<u>Date</u>	<u>Immediate Supervisor</u>	<u>Date</u>
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Human Resources
Date _____

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.