

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DATA ARCHIVE TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Director, Student Support and Health Services or designee, prepare documents and schedule archiving, indexing, and processing by an outside vendor; perform a variety of data entry tasks; oversee document destruction; maintain records of destroyed documents.

#### **ESSENTIAL FUNCTIONS:**

Prepare batches of documents according to standard procedures established by District and outside vendor; label boxes; log in and out and verify receipt and delivery of documents; create electronic files.

Coordinate pickup and delivery of documents from District sites to be processed for archiving.

Maintain accurate records of batch contents sent to outside vendor, schedule pickup and delivery dates and times with outside vendor.

Assure compliance with quality control procedures upon receipt of archived product; check archived product to test accuracy and quality of processing.

Set up, create, input and update indexing information on a computer database for systems.

Data entry input and verification of District data for business and student information systems.

Interact with online search and retrieval system.

Perform related duties as assigned.

#### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Modern office practices, procedures, and equipment.

Basic record-keeping techniques.

Basic microfilming methods and techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Laws, rules, and regulations related to assigned activities.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

Proper lifting techniques.

##### **ABILITY TO:**

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Answer telephones and greet the public courteously.

Maintain routine records.

Operate microfilm and standard office equipment.

Assemble, organize, and prepare data for records and reports.

Maintain consistent, punctual, and regular attendance.  
Effectively operate microfilm equipment.  
Use proper lifting methods.  
Effectively communicate to exchange and understand information.  
Sit for extended periods of time.  
Effectively read and analyze a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

High school diploma or equivalent required and two years general clerical experience preferred.

**WORKING CONDITIONS:**

ENVIRONMENT:  
Office environment.

**BOARD APPROVED:** May 2, 2023