

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATA ARCHIVE TECHNICIAN I

BASIC FUNCTION:

Under the direction of the Technology Operations Manager, prepare documents and schedule microfilming, 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 microfilming.

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 microfilm product; load film into reader printers 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.

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.

Proper lifting techniques.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

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.
Move hands and fingers to operate microfilm equipment.
Use proper lifting methods.
Hear and speak to exchange information in person or on the telephone.
Sit for extended periods of time.
See to read a variety of materials.
Handle cartons weighing up to 50 pounds.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and one year general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Floor-lift 50 pounds.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.