

SCHOOL DISTRICT OF OKALOOSA COUNTY
Okaloosa County, Florida

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.
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Job Title:	Document/Data Technician
Reports To:	Director, Information Systems
Supervises:	N/A

Minimum Eligibility Requirements:

Bachelor's Degree preferred.

Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:

Ability to read and analyze documents for confidential information.

Ability to write routine reports and correspondence.

Ability to alphabetize, file, and maintain a volume of records.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions.

Ability to plan, organize and coordinate assignments.

Ability to interpret instructions furnished in written, oral or schedule form.

Other Skills and Abilities:

Ability to maintain strong computer skills to include web-based applications.

Proficiency with Adobe Pro (or latest version).

Ability to type a minimum of 30 words per minute.

Ability to maintain a positive public rapport.

Ability to work professionally in a stressful environment.

Ability to maintain strict confidentiality, as required by law and policy.

Ability to apply robust email communications skills.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, talk, and hear. The employee frequently uses fingers, tools or controls and reaches with arms or hands. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Noise level is usually quite.

Job Goal:

The Document/Data Technician is responsible for assisting with the redaction of publically requested information as prescribed by law, and providing redacted records to the individual(s) who request them. The Document/Data Technician will also perform data entry and maintain and organize electronic and paper files.

Essential Duties and Responsibilities:

1. Reviews and redacts publically requested records in accordance with applicable state laws.
2. Meets production requirements of a minimum of 450-900 pages reviewed per day.
3. Processes and tracks the records request from initial correspondence through final product delivery.
4. Develops, plans and evaluates efficiencies to better ensure compliance and improve task performance.
5. Performs frequent data entry.
6. Keeps data organized, safe, and available to include maintaining paper and electronic files, and inputting, organizing and retrieving information from these files.
7. Assists in maintaining positive public relations and harmonious working relationships with staff and the public, serving as an appropriate role model for others.
8. Coordinates distribution of appropriate forms to all schools and departments.
9. Responsible for administrative duties including, but not limited to, filing, scanning, faxing, composing correspondence, data entry, preparing mail, and answering phones.
10. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies and procedures; maintains professional ethical standards, maintains high level of professional development/knowledge.
11. Performs other such duties as may be assigned by the Supervisor, or the Superintendent.

Salary:

Based on the adopted salary schedule for Professional/Technical pay grade 5.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the School Board's Policy and state laws.

Term of Service:

Twelve months.

Board Approved 10/8/2018