

**EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION**

DOCUMENT RETENTION CLERK

Reports to: Director of Finance and Human Resources

Purpose of Position: To assure the smooth, efficient, and accurate retention of district electronic and paper records.

Terms of Employment: 12-month position, eight (8) hours per day, 230 days per year

Minimum Qualifications:

- High School Diploma required; Associates Degree preferred
- High degree of proficiency in office procedures/bookkeeping, keyboarding, office equipment, operation, maintenance, business machines & computer software programs
- Ability to make decisions without close supervision, and must be accurate, efficient and capable of handling detailed work assignments
- Proficient in spreadsheet software application *Microsoft Excel*. Basic skills using e-mail and using word processor application *Microsoft Word*
- Experience in document scanning and management preferred
- Good organizational skills, written and oral communication skills, diligent work habits, and the ability to apply common sense to routine decision making
- Ability to maintain self-control and complete tasks with frequent interruptions
- Ability to work in a fast-paced environment and cooperatively with other office personnel
- Must have regular and reliable attendance
- Ability to carry and move heavy objects and lift 40 lbs.
- Possess valid driver's license

Duties and Responsibilities:

- Review and process/scan district documents into electronic storage software
- Prepare documents for scanning (e.g. removing staples, paperclips, etc.), scanning, indexing, and returning files to pre-scanning state.
- Label, sort, and categorize paper records for easy retrieval as necessary
- Understanding and adherence to the Michigan Record Retention requirements
- Ensure documentation integrity and retention quality
- Process and maintain all files, records, and reports directly related to the various departments of the ISD
- Attend professional development workshops and trainings as requested and as appropriate
- As needed for completion of duties, attend meetings outside of normal working hours
- Remain free of substance abuse and/or illegal drug use at all times
- Keep the affairs of the school district and the Board of Education of the EUPISD and all constituent districts confidential at all times
- Perform other duties as assigned by supervisor

Wages and Fringes: As established by the EUPISD Board of Education