

July 13, 2018

YELLOW SPRINGS SCHOOL DISTRICT JOB POSTING

Position: Public Records Clerk
Classification: Policy Employee

Due to an influx of public records requests, the Yellow Springs School District is seeking qualified applicants for the position of Public Records Clerk.

The Yellow Springs School District has identified the following qualifications important for the role of Public Records Clerk:

- Must be accurate, efficient, and capable of multi-tasking and handling detailed work assignments
- Maintains confidentiality
- Ability to get along and communicate with staff, administrators, public and others
- School experience preferred but not required
- Please see attached job description for detailed listing of job responsibilities
- Experience assessing and fulfilling public records requests

Terms of Employment: As needed
Salary: \$15.64/hour
Employment Begins: As soon as possible
Application Deadline: Monday, July 30, 2018

Requirements for a complete application packet can be found on the District website at www.ysschools.org (District Information, Employment link) using the classified position requirements. Please provide a letter of interest, an updated resume, and three references. A completed classified application is not required for this exempt position. Finalists will need current BCI/FBI background check. For questions contact number is 937.767.7381

Email application materials to jobs@ysschools.org

Job Description

- I. General Description: Under general supervision, the Public Records Clerk will research and respond to public records requests relating to the State of Ohio's Public Records Act; perform a wide variety of complex and confidential duties requiring analysis and attention to detail.
- II. Evaluated by: Superintendent
- III. Qualifications:
 1. High School Graduate
 2. Paralegal certification preferred
 3. Office experience or training
 4. Typing and computer skills
 5. Strong interpersonal and communication skills
 6. Strong organizational skills
 7. Ability to make decisions
 8. Strong record of confidentiality
- IV. Duties/Responsibilities:

Public Records Clerk

 1. Follow the legal guidelines outlined in state law to respond to public and media public records requests.
 2. Research requests to respond in an accurate and timely manner.
 3. Collaborate with internal departments, school leaders and legal experts to respond accurately and promptly.
 4. Ability to collect and analyze data and information.
 5. Excellent judgement and attention to detail to ensure that all requests processed in a thorough manner and are error-free.
 6. Write business correspondence, emails and reports pertaining to public record requests.
 7. Accurate record keeping and filing
 8. Ability to read, comprehend, and write at the 12th grade level
 9. Other duties as directed by Treasurer and Superintendent
- V. Terms of Employment: As needed
- VI. Policy Employee