



Cicero School District 99

Job Title: Part Time Records Worker

Reports To: Secretary to Assistant Superintendent of Student Services

Position Summary: To assist with District activities that pertain to the movement, organization, and maintenance of student records.

Qualifications & Requirements: A qualified candidate will hold a high school diploma or equivalent, have successful experience with a variety of computer programs, have familiarity with scanning equipment, and the ability to lift 50 pounds or greater.

Duties & Responsibilities:

- Maintains and files district student records
- Maintains accurate data base on all student records
- Assists with scanning of student files
- Maintain confidentiality of sensitive documents
- Assists with special projects
- Performs all other assignments and responsibilities as assigned

Supervisory Responsibilities: None

Working Environment: The position is performed in an environment with minimal temperature variation and is generally hazard-free.

Physical requirements: Regularly required to sit, stand, walk, speak, hear, operate a computer and other office equipment, and use hands and arms to reach, handle, or manipulate objects. Must occasionally lift and/or move up to 50 pounds.

Terms of Employment:

Hours:	Varies, maximum of 8 hours/day, No more than 599 hours per calendar year
Work Year:	12 Months
Compensation:	\$16.29/hour
Benefits:	Not applicable
CBA:	Not applicable
Union Affiliation:	Not applicable