



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 5101  
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Special Education Records Assistant**

**GENERAL PURPOSE**

Under supervision, performs a variety of routine functions in the Alternative Education (ACCESS) Special Education Records Center including records maintenance, typing, data entry, and filing and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Special Education Records Assistants are responsible for performing a variety of routine support duties, requiring standard computer skills and the application of office administrative practices and procedures. Work requires the ability to learn and apply knowledge of functions in the area of assignment and the ability to solve routine problems.

Special Education Records Assistant is distinguished from Admissions and Records Technician in that incumbents in the latter class perform more difficult and complex student records functions, requiring greater familiarity with ACCESS functions, policies, and procedures and the use of judgment and knowledge gained through relevant experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Support the ACCESS Records Center; check files in and out of records center; create new files; and ensure confidentiality is maintained.
2. Receive and respond to requests from school districts for special education records.
3. Maintain special education student records database; perform data entry; input student data and update records; and check records in and out.
4. Organize, prepare, and maintain student special education records; review records for accuracy and completeness; and conduct research to resolve discrepancies.
5. Locate, retrieve, duplicate, and distribute copies of student special education records as requested.
6. Initiate and/or respond to routine requests for information from a variety of internal and external sources.
7. Sort and file documents in office files; pull files upon request; prepare and update office records and files; and retrieve, duplicate, and distributes copies of records, documents, and materials.

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8. Operate a computer and perform light typing responsibilities to prepare a variety of standard materials and documents; update standard computer records and databases; and scan documents as needed.

#### **OTHER DUTIES**

1. Attend a variety of meetings, classes, and workshops, as assigned.
2. May provide backup for other department staff.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Office administration practices and procedures.
2. Correct English usage, including spelling, grammar, and punctuation.
3. OCDE rules, policies, and procedures applicable to assigned areas of work.
4. Uses and operations of a computer and standard business software including word processing and spreadsheets.
5. Recordkeeping and filing practices and procedures.
6. Customer service practices, including telephone techniques and etiquette.

##### **Ability and Skill to:**

1. Administrative practices and procedures, including record keeping and filing practices and procedures.
2. Operate a computer using word processing, spreadsheet, and other business software.
3. Organize, set priorities, and exercise sound judgment within areas of responsibility
4. Operate other standard office equipment.
5. Communicate clearly and effectively, orally and in writing.
6. Understand and follow written and oral instructions.
7. Learn and apply new information and skills.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships with administrators, staff, teachers, the public, and others encountered in the course of work.
10. Demonstrate attendance sufficient to complete the duties of the position as required.

##### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or high school equivalency test, and at least one year of office administrative or secretarial experience; or an equivalent combination of training and experience.

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## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions and the noise level is usually quiet.